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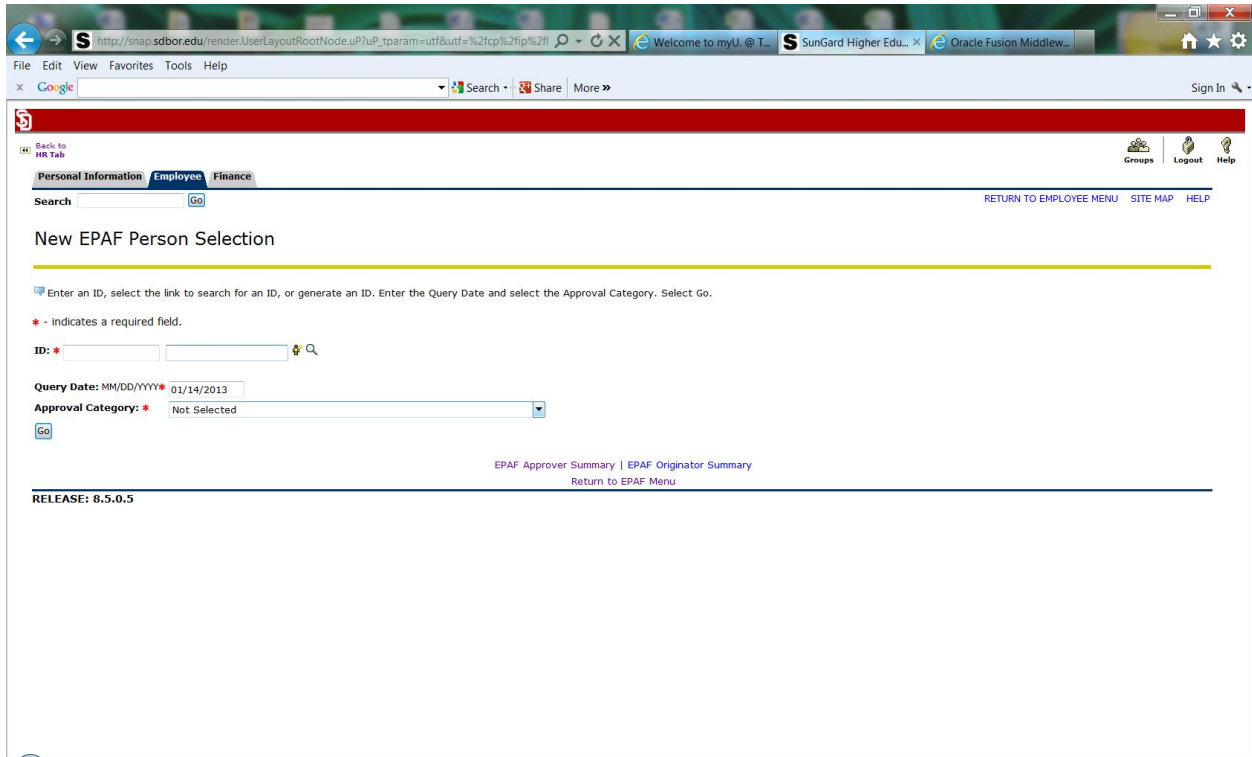
TAB

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EPAF Guide

The first step in starting an EPAF is to determine if the employee has been assigned an “A” number within the Banner system. “A” numbers are generated from a variety of sources, so just because the person hasn’t worked in your department, does not mean they do not already exist with an “A” number.

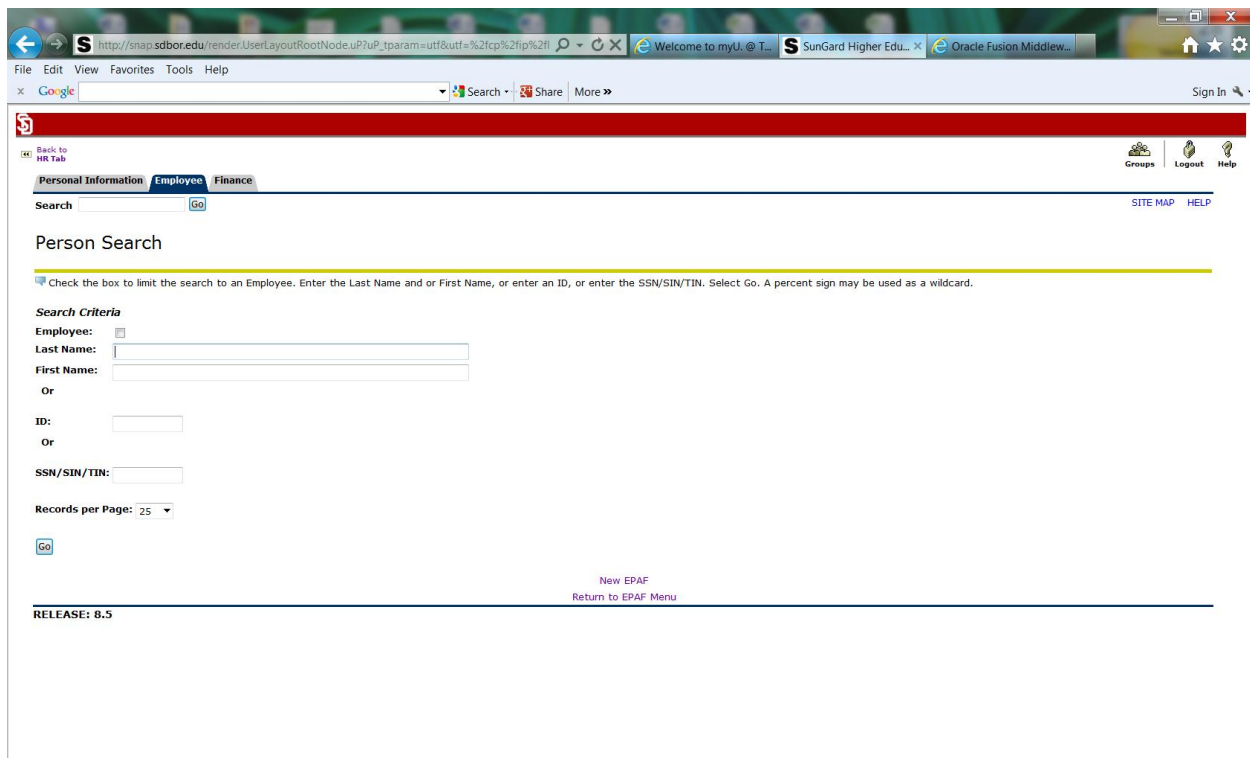
1. Select the magnifying glass icon



The screenshot shows a web browser window displaying the Banner HR system interface. The browser's address bar shows the URL: http://snap.sdboredu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2fi. The page title is "New EPAF Person Selection". The interface includes a navigation menu with "Personal Information", "Employee", and "Finance" tabs. A search bar is present with a "Go" button. Below the search bar, there is a form with the following fields: "ID: *" (with a magnifying glass icon), "Query Date: MM/DD/YYYY*" (with a date picker set to 01/14/2013), and "Approval Category: *" (with a dropdown menu set to "Not Selected"). A "Go" button is located below the form. At the bottom of the page, there are links for "EPAF Approver Summary", "EPAF Originator Summary", and "Return to EPAF Menu". The release version "RELEASE: 8.5.0.5" is displayed at the bottom left.

2. Enter the social security number (without dashes) to see if the person has already been assigned an “A” number in Banner. If the SSN search does not retrieve a person or you do not know the “A” number, search by name (EPAF is case-sensitive. Example: Smith, Mark).

This is extremely important so duplicate employee records are not created. Do not always assume this is the correct person if searching by name.



3. If the individual does not exist in Banner, then click on “New EPAF” at bottom of screen. This will take you back to the previous screen where you will need to select the “yellow person” icon.
4. If the individual does exist, then click on the ID to select the person.
5. Enter the query date for the action you are initiating. For example, if a new hire starts on March 3, 2010, then enter 03/03/2010. You must be aware of the “last paid date”. Banner will not post actions that happen before the “last paid date”.
6. At the Approval Category tab, select the EPAF action you wish to process. EPAF definitions are located at tab B.
7. Select Go. At this point, go the appropriate tab within this guide for step-by-step instructions on filling out each EPAF.

EPAF DEFINITIONS

BENSL (Appointment Regular Hiring Process – Salaried) **(TAB C)**

Form is used to hire regular SALARIED (OT exempt) employees (CSA employees in eclass 03; NFE employees in eclass 28; and faculty in eclasses 14, 15, 16, 17, and 18). This EPAF is used to hire an employee into their **primary** job and creates several records (PPAIDEN, PEAEMPL, and NBAJOBS).

BENJS (Appointment of Regular Secondary/Overload Position - Exempt) **(TAB F)**

Form is used to hire regular SALARIED (OT exempt) employees (CSA employees in eclass 03; NFE employees in eclass 28; and faculty in eclasses 14, 15, 16, 17, and 18). This EPAF is used to hire an employee into a **secondary** job within the same department. It bypasses several record (PPAIDEN and PEAEMPL) set-ups which would duplicate info created in BENSL.

BENHR (Appointment Regular Hiring Process – Hourly) **(TAB D)**

Used to hire regular eligible HOURLY (OT eligible) employees (CSA employees in eclass 04 and NFE employees in eclass 29). This EPAF is used to hire an employee into their **primary** job and creates several records (PPAIDEN, PEAEMPL, and NBAJOBS).

BENJH (Appointment of Regular Secondary/Overload Position - Exempt) **(TAB F)**

Used to hire regular HOURLY (OT eligible) employees (CSA employees in eclass 04 and NFE employees in eclass 29). This EPAF is used to hire an employee into a **secondary** job. It bypasses several record (PPAIDEN and PEAEMPL) set-ups which would duplicate info created in BENHR.

TEMSL (Appointment Temporary Hiring Process - Salaried) **(TAB E)**

Used to hire temporary salaried (OT exempt) employees (CSA eclass 07; NFE eclass 32; faculty eclasses 19 and 20; student eclass 37; and grad assistants eclass 25). This EPAF is used to hire an employee into their **primary** job and creates several records (PPAIDEN, PEAEMPL, and NBAJOBS).

TEMJS (Appointment of Temporary Secondary/Overload Position - Exempt) **(TAB F)**

Used to hire temporary salaried (OT exempt) employees (CSA eclass 07; NFE eclass 33; faculty eclasses 19 and 20; student eclass 37; and grad assistants eclass 25) into a secondary/overload JOB. It is also used to load temporary jobs on all benefit eligible employees for such things as supplemental pay or summer school. This EPAF is used to hire an employee into a **secondary** job. It bypasses several record (PPAIDEN and PEAEMPL) set-ups which would duplicate info created in TEMSL. It is used for benefit-eligible employees to pay overload type pay since you define the pay cycle with beginning and end dates.

TEMHR (Appointment Temporary Hiring Process – Hourly) **(TAB E)**

Used to hire temporary hourly (OT eligible) employees (CSA eclass 08; NFE eclass 33; faculty eclass 22; student eclass 36; work study eclass 35; and grad assistants eclass 26). This EPAF is used to hire an employee into their **primary** job and creates several records (PPAIDEN, PEAEMPL, and NBAJOBS).

TEMJH (Appointment of Temporary Secondary/Overload Position - Hourly) (TAB F)

Used to hire temporary hourly (OT eligible) employees (CSA eclass 08; NFE eclass 33; faculty eclass 22; student eclass 36; work study eclass 35; and grad assistants eclass 26). This EPAF is used to hire an employee into a **secondary** job. It bypasses several record (PPAIDEN and PEAEMPL) set-ups which would duplicate info created in TEMHR.

TEMWS (Work Study) (TAB E)

Used to hire work studies (eclass 35) into their first appointment. If they change departments, then this epaf would be used since it changes department info as well.

TEMWJ (Work Study) (TAB F)

Used to hire work studies into their second job. For instance, TEMWS would be used to create their first work study appointment. If they get summer work study or come back the second year into the same department, then this epaf would be used and the suffix increased.

SLCPMS (Salary Change Permanent - Salaried) (TAB H)

Used to make changes to a salaried employee's JOB. Use this form when the change does not have an end date. Examples include reclassification, end-of-probation adjustments, and permanent additional duty pay.

SLCPMH (Salary Change Permanent - Hourly) (TAB H)

Used to make changes to a hourly employee's JOB. Use this form when the change does not have an end date. Examples include reclassification, end-of-probation adjustments, and permanent additional duty pay.

FOAPPM (Fund Source Change Permanent – NBAJOBS/NBAPBUD) (TAB I)

FOAP change which will be updated to NBAJOBS and which Budget Offices will also update NBAPBUD with. This change will affect future fiscal years and be reflected in salary planner updates.

FOAPTM (Fund Source Change Temporary – NBAJOBS Only) (TAB I)

FOAP change that is only updated to NBAJOBS. This EPAF will not be loaded to NBAPBUD so the FOAP string will revert back to the original FOAP string at beginning of fiscal year. Use this form for IN LOADS.

TERMIN (Termination of Job and Employment) (TAB J)

Used to term benefit eligible employees who have only one record (primary job only). This epaf puts ending dates on NBAJOBS and PEAEMPL. It should not be used for employees transferring to another Regental institution.

TERMJB (Termination of Job) (TAB J)

Used to term benefit eligible employees from a single job. This epaf will not affect the PEAEMPL record which end their employment with the University. Use this epaf when an employee is moving from one position to another or when an employee is transferring to another Regental institution. It is also used when an employee is leaving employment and has two or more jobs. This epaf is used to end the secondary positions (then use TERMIN to end the primary job).

VOLHR (Appointment of Voluntary Individual) (TAB G)

Used to hire volunteers. This form creates the PPAIDEN and PEAEMPL records. Volunteer statement completed by individual still needs to be completed, signed, and scanned into Extender.

Appointment Regular Hiring Process – Salaried, BENSL

Once you have completed the general identification phase and clicked on the “Go” button, you will need to select the position that you are filling.

NOTE: The examples shown reflect the screens when the employee does not exist in Banner and we are system generating an “A” number. If the person exists, then you will be given the option of selecting the current institutional (IN), mailing, or permanent address in the system. Choose the IN address and select the Go button.

The screenshot shows a web browser window displaying the Banner HR system interface. The browser's address bar shows a URL starting with 'http://snap.sdbore.edu'. The page title is 'New EAPF Job Selection'. The interface includes a navigation menu with 'Personal Information', 'Employee', and 'Finance' tabs. A search bar is present with a 'Go' button. Below the search bar, there is a section for 'New EAPF Job Selection' with instructions: 'Enter or search for a new position number and enter the suffix, or select the link under Title.' The page displays the following information: ID: GENERATED, Query Date: Jan 14, 2013, and Approval Category: Hiring Process - Exempt/Salary, BENSL. A table titled 'Employee Job Detail Salary - Step 3 (NBAJOBS), JBDTSL' is shown with columns for Search Type, Position, Suffix, Title, Time Sheet, Organization, Start Date, End Date, Last Paid Date, and Status. The table contains one row with 'New Job' in the Position column. A message below the table states: 'There are no active jobs based on the Query Date.' There are buttons for 'All Jobs' and 'Next Approval Type' with a 'Go' button. At the bottom, there is a 'New EAPF' link and a 'Return to EAPF Menu' link. The release version 'RELEASE: 8.5.0.5' is displayed at the bottom left.

1. Enter the position number into Position block. If you do not know the job number, then you can query All Jobs.
2. Enter the suffix number into the Suffix block. The suffix number is incremental. If the base job is 00, then the next record using the same position number will be suffix 01, then 02, etc.
3. Make sure the position title drop in.
4. If these steps are missed, you will not be able to submit the form. This is a critical step.
5. Select Go.

Enter the information for the EAPF and either Save or Submit.

Name and ID: GENERATED
Transaction: Query Date: Jan 14, 2013
Transaction Status:
Approval Category: Appointment Regular Hiring Process - Salaried, BENSL

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	New Value
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Middle Name:	<input type="text"/>
Name Type:	Not Selected
ID:	GENERATED
Birth Date: MM/DD/YYYY*	<input type="text"/>
Citizenship: *	US, US Citizen
Ethnicity: *	Not Selected
Sex: *	Not Available
SSN/SIN/TIN: *	<input type="text"/>
Marital Status: *	Not Selected
Address From Date: MM/DD/YYYY*	<input type="text"/>
Address Line 1: *	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>

Address Line 2:

Address Line 3:

City: *

State: * SD, South Dakota

ZIP or Postal Code: *

Address Sequence No.:

Address Type: * IN, Institutional On Campus

County: * Not Selected

Inactive Address: Not Selected

Telephone Type: * IN, Institutional On Campus

Telephone Seq. No.:

Area Code: * 605

Telephone Number: *

Employee Information - Step 2 (PEAEMPL), UE9945-00 Director, Academic

Item	New Value
Employee Class Code: *	<input type="text"/>
Employee Status: *	Active
Current Hire Date: MM/DD/YYYY*	<input type="text"/>
Home COAS: *	<input type="text"/>
Home Organization: *	<input type="text"/>
Distribution Orgn:	<input type="text"/>
Location Code: *	Not Selected
District Code:	Not Selected
College Code: *	Not Selected

Employee Job Detail Salary - Step 3 (NBAJOBS), UE9945-00 Director, Academic

Item	New Value
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General Person Information (Note: The steps below are used when an "A" number has to be generated. If the person already exists with an "A" number that info will display. The screens for existing employees will have two columns: one titled "Current Value" and one titled "New Value". You can type or drag the info into the "New Value" columns.

6. Enter the legal name of the applicant/employee. This can be found on the employee's SSN card or passport.
 - a. First Name
 - b. Last Name
 - c. Middle Name or Middle initial (as it exists on employee's SSN card or passport).
7. Leave the Name Type as Not Selected. This will populate in Banner a name type of NULL. This is the appropriate name type to go with the SSN Name.
8. ID will say Generated.
9. Birth Date must be MM/DD/YYYY.
10. Citizenship will auto-populate to US due to the number of US Citizens that are hired. If you have a non-US Citizen, then you need to select from the drop down the correct citizenship based on the Visa or I-9 information.
11. An ethnicity must be selected. Unknown or Not Disclosed cannot be used.
12. Select Gender.
13. SSN number must be populated without dashes. If the SSN is not known due to immigration status, then contact the HR Office to generate a fake SSN number. This is a critical item – please pay special attention when entering.
14. Marital Status. Select the marital status of individual.
15. Address From Date should be populated to match the hire date.
16. Address should be populated according to the Institutional Address. So, enter the Department Address.
17. City should be populated for the city the department address is located.
18. State of SD will auto-populate, however, if you need to select a different state, select from the drop down.
19. Address Sequence must be left Blank (NULL).
20. Address Type is IN. Do not change this as it indicates Institutional Address.
21. Zip Code can be populated from drop down or entered manually. Should match the city for which the department is located.
22. County should be populated from the drop down and should match the City for which the department is located and County in which the employee works.
23. Inactive Address must be loaded as a No. This simply means the address is active.
24. Telephone should be IN.
25. Telephone Sequence must be left Blank (NULL).
26. Area code will auto-default as 605, however it can be changed to match the area code for the location of the office for which the employee works.
27. Telephone number should be the number of the department or the employee and should be ###-####.

Employee Information

28. Employee Class Code must be the class that is associated to the position.
29. The Employee Status should be Active for recruitment.
30. Current Hire Date must match the query date and the date of the address. It must be loaded as MM/DD/YYYY.
31. Home COAS is always S.
32. Home Organization can be found in the drop down and is on the posting in Your Future.
33. Distribution Orgn. Will be the same as Home Organization (#32 above)
34. Location Code must be filled by the Home Employer.

35. District Code must be populated by SDSU, USD and BOR.

36. College Code must be populated with the college/unit the position belongs. This is essential for reporting purposes.

Employee Job Detail Salary - Step 3 (NBAJOBS), UE9945-00 Director, Academic

Item	New Value
Contract Type: *	Primary
Job Begin Date: MM/DD/YYYY*	
Jobs Effective Date: MM/DD/YYYY*	
Personnel Date: MM/DD/YYYY	
Job Status: *	Active
Title: *	
Annual Salary:	
Step: *	
FTE: *	1.0
Employer Code: *	Not Selected
Job Change Reason: *	Not Selected
Timesheet Orgn:	
Supervisor ID: *	
Supervisor Position: *	
Supervisor Suffix: *	
Hours per Day: *	8
Hours per Pay: *	173.33
Factor: *	12
Pays: *	12
Time Entry Method: *	Not Selected

Employee Job Labor Distribution - Step 4 (NBAJOBS), UE9945-00 Director, Academic

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date

Job Detail Information

37. Contract Type should be populated for Primary Job, Secondary Job or Overload.

38. Job Begin Date must match the hire date.

39. Jobs Effective Date must match the hire date and the job begin date.

40. Personnel Date can be populated to match what the first day should be. So, if a Leave is selected as the jobs status, then the date could be the first date of Active status as an example.

41. Job Status will be Active if that is the first day of payment, if not, then it can be placed as Leave without Pay with Benefits.

42. Title. Enter title for position.

43. Regular Rate must be populated only if STEP is 0 otherwise, leave blank.

44. FTE will auto-populate as 1.0. This can be change and cannot exceed two decimals.

45. Step must be 0 for NFE or for CSA if over the midpoint. CSA should have a step if at or under midpoint.

46. Employer Code must be populated to match the Home Institution.

47. Job Change Reason for a new hire should always be used with one that starts with 'A'.

48. Supervisor's ID must be populated and must match that of NBAPOSN Position.

49. Supervisor's Position must match that of the supervisors on NBAJOBS.

50. Supervisor's Suffix must match that of the supervisors on NBAJOBS.

51. Hours per Day must be populated. Full time would be 8. Prorate for less.

52. Hours per Pay will auto-default to 173.33. This can be changed to a prorated number.

- 53. Factor must be populated and is the number contract months for an employee. So, if 9 month contract, then 9. If fulltime, 12 months, then 12.
- 54. Pays will be the same number used in Factors above. This designates how many months to spread the pay over.
- 55. Time Entry Method. Choose from drop down. Payroll time entry – used for all temporary salaried employees or when paying a flat fee. Employee time entry via Web – used when the employee must enter hours on a timesheet or leave report. Department time entry – used when departments enter the hours onto timesheet for employees.

The screenshot shows two Oracle HR system forms. The top form is 'Employee Job Labor Distribution - Step 4 (NBAJOBS), UE9945-00 Director, Academic'. It includes a 'New' section with an 'Effective Date' of 01/14/2013 and a table with columns: COA, Index, Fund, Organization, Account, Program, Activity, Location, Project, Cost, Percent, and Encumbrance Override End Date. The table has one row with values: S, , 210000, 240628, 611020, 01, , , , , 100.00. Below the table are buttons for 'Default from Index' and 'Save and Add New Rows'. The bottom form is 'Employee Job Default Earnings - Step 5 (NBAJOBS), UE9945-00 Director, Academic'. It includes a 'New Value' section with an 'Effective Date' field and a table with columns: Effective Date, Earnings, Hours or Units Per Pay, Deemed Hours, Special Rate, Shift, End Date, MM/DD/YYYY, and Remove. The table has four rows, all with 'Not Selected' in the Earnings column and '1' in the Shift column. Below the table is a 'Save and Add New Rows' button. At the bottom, there is a 'Routing Queue' section with a table for 'Approval Level', 'User Name', and 'Required Action'. It lists two approval levels: '75 - (BUDGET) Budget' and '105 - (HR) Human Resources', both requiring 'Approve' action.

Job Labor Distributions

- 56. Enter the FOAPAL if it has changed. The FOAP that defaults is from NBAJOBS – NBAPBUD.

Employee Job Default Earnings

- 57. Enter Default Earning codes. Since this is for an exempt employee, REG hours are entered.
- 58. If the employee is eligible for Longevity Pay, enter effective date that is the next pay cycle start date after hired (if hired on Aug 18th, then enter date of 08/22/20xx), enter LGE code, and enter “1” in Hours or Units Per Pay. An end date is not needed except for one time payments. If an end date is used, it must be the 22nd of the pay cycle following the period being paid (ex. One time pay for August. Dates would be 7/22/20xx thru 8/22/20xx).

Back to HR Tab

Save and Add New Rows

Routing Queue

Approval Level	User Name	Required Action
75 - (BUDGET) Budget		Approve
105 - (HR) Human Resources		Approve
150 - (SPC) Shared Payroll Center		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Save and Add New Rows

Comment

Save

Approval Types | Account Distribution | Default Earnings | Routing Queue | Transaction History

Routing Queue

59. Enter the appropriate routing queue for your department and campus.
60. If there is a queue that pre-populates, data must be entered. Others could be populated if desired. The more you place in, the longer the queue may take.

Comments

61. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.
62. Once completed, click the Save button.
63. Then click the Submit button.

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING*	Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

64. If there are errors, they will be generated at the top.
65. Warnings allow the system to continue.
66. Errors must be corrected.
67. If an error occurs, fix, save again, and then submit.
68. You will get a message at the top of page when the transaction has been submitted successfully.

Appointment Regular Hiring Process – Hourly, BENHR

Once you have completed the general identification phase and clicked on the “Go” button, you will need to select the position that you are filling.

NOTE: The examples shown reflect the screens when the employee does not exist in Banner and we are system generating an “A” number. If the person exists, then you will be given the option of selecting the current institutional (IN), mailing, or permanent address in the system. Choose the IN address and select the Go button.

The screenshot shows a web browser window displaying the Banner HR system interface. The browser's address bar shows a URL starting with 'http://snap.sdbore.edu'. The page title is 'New EPAF Job Selection'. The interface includes a navigation menu with 'Personal Information', 'Employee', and 'Finance' tabs. A search bar is present with a 'Go' button. Below the search bar, there is a section for 'New EPAF Job Selection' with instructions: 'Enter or search for a new position number and enter the suffix, or select the link under Title.' The page displays the following information: ID: GENERATED, Query Date: Jan 14, 2013, and Approval Category: Hiring Process - Exempt/Salary, BENSL. A table titled 'Employee Job Detail Salary - Step 3 (NBAJOBS), JBDTSL' is shown with columns for Search Type, Position, Suffix, Title, Time Sheet, Organization, Start Date, End Date, Last Paid Date, and Status. The table contains one row with 'New Job' in the Position column. A message below the table states: 'There are no active jobs based on the Query Date.' At the bottom of the page, there is a 'Next Approval Type' button with a 'Go' button next to it, and a 'New EPAF Return to EPAF Menu' link. The release version 'RELEASE: 8.5.0.5' is displayed at the bottom left.

1. Enter the position number into Position block. If you do not know the job number, then you can query All Jobs.
2. Enter the suffix number into the Suffix block. The suffix number is incremental. If the base job is 00, then the next record using the same position number will be suffix 01, then 02, etc.
3. Make sure the position title drops in.
4. If these steps are missed, you will not be able to submit the form. This is a critical step.
5. Select Go.

Enter the information for the EPAF and either Save or Submit.

Name and ID: GENERATED **Query Date:** Jan 14, 2013
Transaction: **Approval Category:** Appointment Regular Hiring Process - Salaried, BENSL

[Save](#)

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	New Value
First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Middle Name:	<input type="text"/>
Name Type:	Not Selected
ID:	GENERATED
Birth Date: MM/DD/YYYY*	<input type="text"/>
Citizenship: *	US, US Citizen
Ethnicity: *	Not Selected
Sex: *	Not Available
SSN/SIN/TIN: *	<input type="text"/>
Marital Status: *	Not Selected
Address From Date: MM/DD/YYYY*	<input type="text"/>
Address Line 1: *	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>

Address Information

Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>
City: *	<input type="text"/>
State: *	SD, South Dakota
ZIP or Postal Code: *	<input type="text"/>
Address Sequence No.:	<input type="text"/>
Address Type: *	IN, Institutional On Campus
County: *	Not Selected
Inactive Address:	Not Selected
Telephone Type: *	IN, Institutional On Campus
Telephone Seq. No.:	<input type="text"/>
Area Code: *	605
Telephone Number: *	<input type="text"/>

Employee Information - Step 2 (PEAEMPL), UE9945-00 Director, Academic

Item	New Value
Employee Class Code: *	<input type="text"/>
Employee Status: *	Active
Current Hire Date: MM/DD/YYYY*	<input type="text"/>
Home COAS: *	<input type="text"/>
Home Organization: *	<input type="text"/>
Distribution Orgn:	<input type="text"/>
Location Code: *	Not Selected
District Code:	Not Selected
College Code: *	Not Selected

Employee Job Detail Salary - Step 3 (NBAJOBS), UE9945-00 Director, Academic

Item	New Value
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General Person Information (Note: The steps below are used when an “A” number has to be generated. If the person already exists with an “A” number, the information below will already display. The screens for existing employees will have two columns: one titled “Current Value” and one titled “New Value”. You can drag the info over or type it into the New Value.)

EPAF Guide as of 1/25/13

6. Enter the legal name of the applicant/employee. This can be found on the employee's SSN card.
 - a. First Name
 - b. Last Name
 - c. Middle Name or Middle initial (as it exists on employee's SSN card or passport).
7. Leave the Name Type as Not Selected. This will populate in Banner a name type of NULL. This is the appropriate name type to go with the SSN Name.
8. ID will say Generated.
9. Birth Date must be MM/DD/YYYY.
10. Citizenship will auto-populate to US due to the number of US Citizens that are hired. If you have a non-US Citizen, then you need to select from the drop down the correct citizenship based on the Visa or I-9 information.
11. An ethnicity must be selected. Unknown or Not Disclosed cannot be used.
12. Select Gender.
13. Sex. Choose the gender of the person.
14. SSN number must be populated without dashes. If the SSN is not known due to immigration status, then contact the HR Office to generate a fake SSN number.
15. Marital Status: Choose the marital status of person.
16. Address From Date should be populated to match the hire date.
17. Address should be populated according to the Institutional Address. So, enter the Department Address.
18. City should be populated for the city the department address is located.
19. State of SD will auto-populate, however, if you need to select a different state, select from the drop down.
20. Address Sequence must be left Blank (NULL).
21. Address Type is IN. Do not change this as it indicates Institutional Address.
22. Zip Code can be populated from drop down or entered manually. Should match the city for which the department is located.
23. County should be populated from the drop down and should match the City for which the department is located and County in which the employee works.
24. Inactive Address must be loaded as a No. This simply means the address is active.
25. Telephone should be IN.
26. Telephone Sequence must be left Blank (NULL).
27. Area code will auto-default as 605, however it can be changed to match the area code for the location of the office for which the employee works.
28. Telephone number should be the number of the department or the employee and should be ###-####.

Employee Information

29. Employee Class Code must be the class that is associated to the position.
30. The Employee Status should be Active for recruitment.
31. Current Hire Date must match the query date and the date of the address. It must be loaded as MM/DD/YYYY.
32. Home COAS is always S.
33. Home Organization can be found in the drop down and is on the posting in Your Future.
34. Distribution Orgn will be the same as Home Organization (#33 above).

35. Location Code must be filled by the Home Employer.
36. District Code must be populated by SDSU, USD and BOR.
37. College Code must be populated with the college/unit the position belongs. This is essential for reporting purposes.

Employee Job Detail Salary - Step 3 (NBAJOBS), UE9945-00 Director, Academic

Item	New Value
Contract Type: *	Primary
Job Begin Date: MM/DD/YYYY*	
Jobs Effective Date: MM/DD/YYYY*	
Personnel Date: MM/DD/YYYY	
Job Status: *	Active
Title: *	
Annual Salary:	
Step: *	
FTE: *	1.0
Employer Code: *	Not Selected
Job Change Reason: *	Not Selected
Timesheet Orgn:	
Supervisor ID: *	
Supervisor Position: *	
Supervisor Suffix: *	
Hours per Day: *	8
Hours per Pay: *	173.33
Factor: *	12
Pays: *	12
Time Entry Method: *	Not Selected

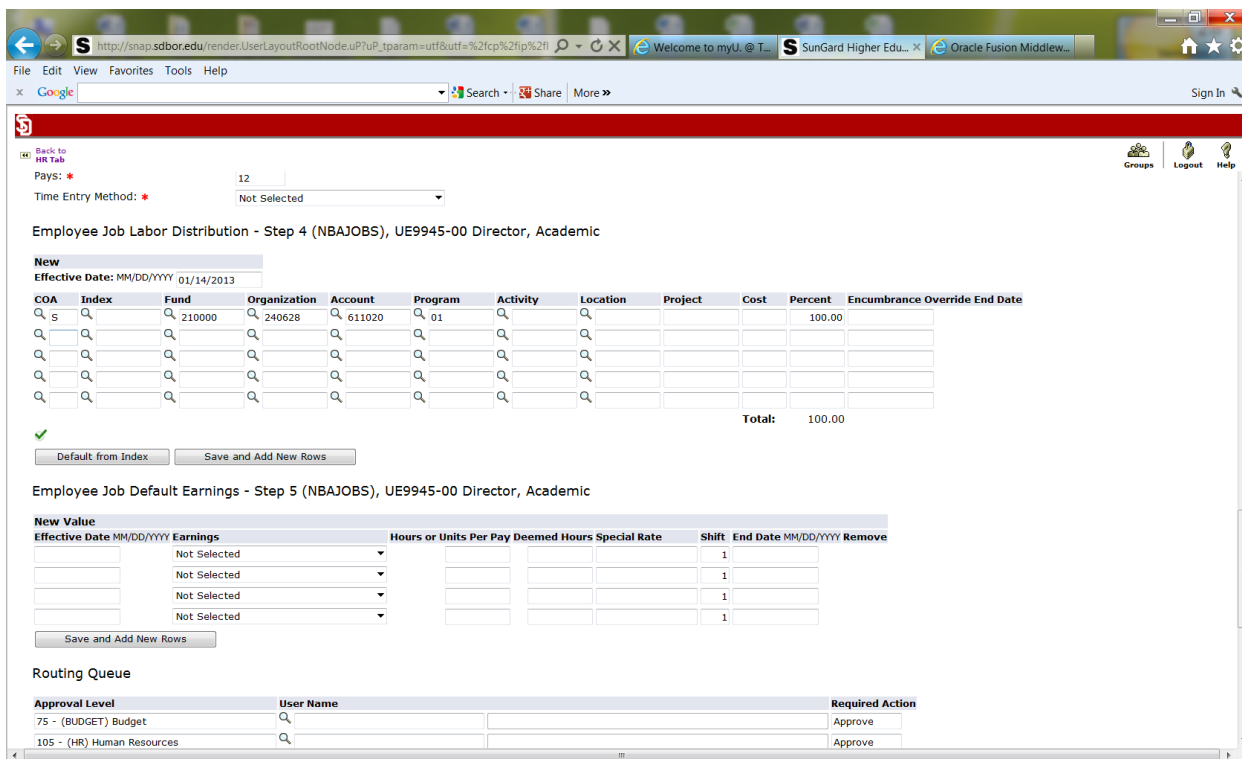
Employee Job Labor Distribution - Step 4 (NBAJOBS), UE9945-00 Director, Academic

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date

Job Detail Information

38. Contract Type should be populated for Primary Job, Secondary Job or Overload.
39. Job Begin Date must match the hire date.
40. Jobs Effective Date must match the hire date and the job begin date.
41. Personnel Date can be populated to match what the first day should be. So, if a Leave is selected as the jobs status, then the date could be the first date of Active status as an example.
42. Job Status will be Active if that is the first day of payment, if not, then it can be placed as Leave without Pay with Benefits.
43. Title. Enter job title for position.
44. Regular Rate must be populated only if STEP is 0 otherwise, leave blank.
45. FTE will auto-populate as 1.0. This can be change and cannot exceed two decimals.
46. Step must be 0 for NFE or for CSA if over the midpoint. CSA should have a step if at or under midpoint.
47. Employer Code must be populated to match the Home Institution.
48. Job Change Reason for a new hire should always be used with one that starts with 'A'.
49. Supervisor's ID must be populated and must match that of NBAPOSN Position.
50. Supervisor's Position must match that of the supervisors on NBAJOBS.
51. Supervisor's Suffix must match that of the supervisors on NBAJOBS.

- 52. Hours per Day must be populated. Full time would be 8. Prorate for less and cannot be a decimal, must be a whole number.
- 53. Hours per Pay will auto-default to 173.33. This can be changed to a prorated number.
- 54. Factor must be populated and is the number contract months for an employee. So, if 9 month contract, then 9. If fulltime, 12 months, then 12.
- 55. Pays will be the same number used in Factors above. This designates how many months to spread the pay over.
- 56. Time Entry Method. Choose from drop down. Payroll time entry – used for all temporary salaried employees or when paying a flat fee. Employee time entry via Web – used when the employee must enter hours on a timesheet or leave report. Department time entry – used when departments enter the hours onto timesheet for employees.

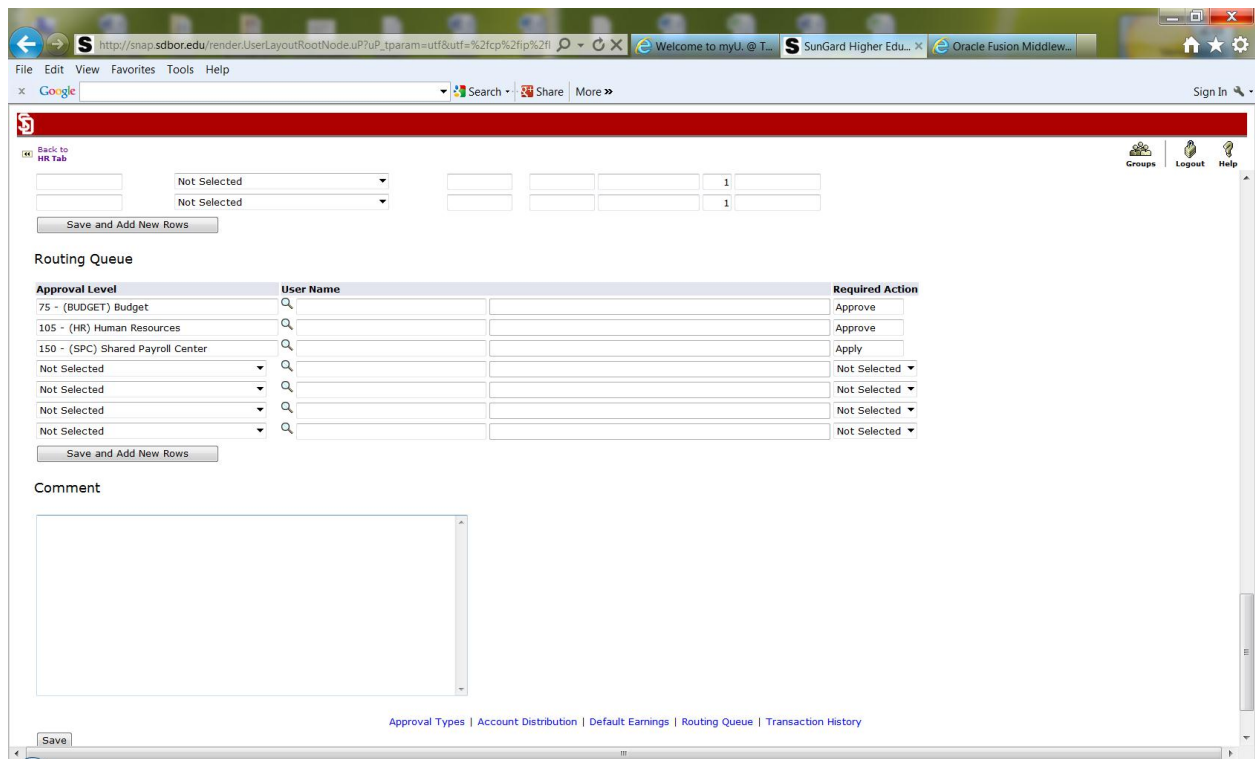


Job Labor Distributions

- 57. Enter the FOAPAL if it has changed. The FOAP that defaults is from NBAJOBS – NBAPBUD.

Employee Job Default Earnings

- 58. Enter Default Earning codes. Since this is for an hourly employee, REG hours are not entered.
- 59. If the employee is eligible for Longevity Pay, enter an effective date that is the next pay cycle start date after hired (if hired on Aug 18th, then enter date of 08/22/20xx), enter LGE code, and enter “1” in Hours or Units Per Pay. An end date is not needed except for one time payments. If an end date is used, it must be the 22nd of the pay cycle following the period being paid (ex. One time pay for August. Dates would be 7/22/20xx thru 8/22/20xx).



Routing Queue

60. Enter the appropriate routing queue for your department and campus.
61. If there is a queue that pre-populates, data must be entered. Others could be populated if desired. The more you place in, the longer the queue may take.

Comments

62. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.
63. Once completed, click the Save button.

Back to HR Tab

Personal Information Employee Finance

Search [Go] RETURN TO EMPLOYEE MENU SITE MAP HELP

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810
Transaction: 89393
Transaction Status: Pending
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

Job and Suffix: US8317-00, Auxiliary Svc Student Assist
Query Date: Jan 22, 2013
Last Paid Date:

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING*	Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

64. Then click the Submit button, either at the top or bottom of the page.
65. If there are errors, they will be generated at the top.
66. Warnings allow the system to continue.
67. Errors must be corrected.
68. If an error occurs, fix, save again, and then submit.
69. You will get a message at the top when the transaction has been submitted successfully.

Appointment Temporary Hiring Process – Salaried - TEMSL

Appointment Temporary Hiring Process – Hourly – TEMHR

Appointment Temporary Hiring Process – Work Study - TEMWS

(NOTE: Both TEMSL and TEMHR EPAFs require the same steps and info to process. The difference is whether an hourly rate or annual salary is paid. The TEMWS epaf is used only for work study appointments and follows the hourly format.)

Once you have completed the general identification phase and clicked on the “Go” button, you will need to select the position that you are filling.

Back to HR Tab

Personal Information Employee Finance

Search

RETURN TO EMPLOYEE MENU SITE MAP HELP

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Jan 14, 2013
Approval Category: Hiring Process - Exempt/Salary, BENSL

Employee Job Detail Salary - Step 3 (NBAJOBS), JBDTSL

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									

There are no active jobs based on the Query Date.

New EPAF
Return to EPAF Menu

RELEASE: 8.5.0.5

1. Enter the position number into Position block. If you do not know the job number, then you can query All Jobs.
2. Enter the suffix number into the Suffix block. The suffix number is incremental. If the base job is 00, then the next record using the same position number will be suffix 01, then 02, etc.
3. Make sure the position title drops in.
4. If these steps are missed, you will not be able to submit the form. This is a critical step.
5. Select Go.

http://snap.sdbor.edu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2f1

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Sign In

Back to HR Tab

Enter the information for the EPAF and either Save or Submit.

Name and ID: GENERATED
Transaction: Query Date: Jan 14, 2013
Transaction Status:
Approval Category: Appointment Regular Hiring Process - Salaried, BENSL

[Save](#)

[Approval Types](#) | [Account Distribution](#) | [Default Earnings](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	New Value
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Middle Name:	<input type="text"/>
Name Type:	Not Selected
ID:	GENERATED
Birth Date: MM/DD/YYYY*	<input type="text"/>
Citizenship: *	US, US Citizen
Ethnicity: *	Not Selected
Sex: *	Not Available
SSN/SIN/TIN: *	<input type="text"/>
Marital Status: *	Not Selected
Address From Date: MM/DD/YYYY*	<input type="text"/>
Address Line 1: *	<input type="text"/>
Address Line 2:	<input type="text"/>
Address Line 3:	<input type="text"/>

http://snap.sdbor.edu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2f1

Welcome to myU. @ T... SunGard Higher Edu... Oracle Fusion Middlew...

Sign In

Back to HR Tab

Address Line 2:

Address Line 3:

City: *

State: * SD, South Dakota

ZIP or Postal Code: *

Address Sequence No.:

Address Type: * IN, Institutional On Campus

County: * Not Selected

Inactive Address: Not Selected

Telephone Type: * IN, Institutional On Campus

Telephone Seq. No.:

Area Code: * 605

Telephone Number: *

Employee Information - Step 2 (PEAEMPL), UE9945-00 Director, Academic

Item	New Value
Employee Class Code: *	<input type="text"/>
Employee Status: *	Active
Current Hire Date: MM/DD/YYYY*	<input type="text"/>
Home COAS: *	<input type="text"/>
Home Organization: *	<input type="text"/>
Distribution Orgn:	<input type="text"/>
Location Code: *	Not Selected
District Code:	Not Selected
College Code: *	Not Selected

Employee Job Detail Salary - Step 3 (NBAJOBS), UE9945-00 Director, Academic

Item	New Value
------	-----------

NOTE: The examples shown reflect the screens when the employee does not exist in Banner and we are system generating an "A" number. If the person exists, then you will be given the option of selecting the current institutional (IN), mailing, or permanent address in the system. Choose the IN address and select the Go button. The screens for existing employees will have two columns: one titled "Current Value" and one titled "New Value". You can type or drag the info into the "New Value" columns.

General Person Information (Note: The steps below are used when an “A” number has to be generated. If the person already exists with an “A” number, the information below will already display.)

6. Enter the legal name of the applicant/employee. This can be found on the employee’s SSN card.
 - a. First Name
 - b. Last Name
 - c. Middle Name or Middle initial (as it exists on employee’s SSN card or passport).
7. Leave the Name Type as Not Selected. This will populate in Banner a name type of NULL. This is the appropriate name type to go with the SSN Name.
8. ID will say Generated.
9. Birth Date must be MM/DD/YYYY.
10. Citizenship will auto-populate to US due to the number of US Citizens that are hired. If you have a non-US Citizen, then you need to select from the drop down the correct citizenship based on the Visa or I-9 information.
11. An ethnicity must be selected. Unknown or Not Disclosed cannot be used.
12. Select Gender.
13. SSN number must be populated without dashes. If the SSN is not known due to immigration status, then contact the HR Office to generate a fake SSN number.
14. Marital Status. Select the marital status of person.
15. Address From Date should be populated to match the hire date.
16. Address should be populated according to the Institutional Address. So, enter the Department Address.
17. City should be populated for the city the department address is located.
18. State of SD will auto-populate, however, if you need to select a different state, select from the drop down.
19. Address Sequence must be left Blank (NULL).
20. Address Type is IN. Do not change this as it indicates Institutional Address.
21. Zip Code can be populated from drop down or entered manually. Should match the city for which the department is located.
22. County should be populated from the drop down and should match the City for which the department is located and County in which the employee works.
23. Inactive Address must be loaded as a No. This simply means the address is active.
24. Telephone should be IN.
25. Telephone Sequence must be left Blank (NULL).
26. Area code will auto-default as 605, however it can be changed to match the area code for the location of the office for which the employee works.
27. Telephone number should be the number of the department or the employee and should be ###-####.

Employee Information

28. Employee Class Code must be the class that is associated to the position and can be found on the position posting in Your Future.
29. The Employee Status should be Active for recruitment.
30. Current Hire Date must match the query date and the date of the address. It must be loaded as MM/DD/YYYY.
31. Home COAS is always S.

32. Home Organization can be found in the drop down and is on the posting in Your Future.
33. Distribution Orgn: will be the same as Home Organization (#32 above).
34. Location Code must be filled by the Home Employer.
35. District Code must be populated by SDSU, USD and BOR.
36. College Code must be populated with the department the position belongs. This is essential for reporting purposes.

Employee Job Detail Salary - Step 3 (NBAJOBS), UE9945-00 Director, Academic

Item	New Value
Contract Type: *	Primary
Job Begin Date: MM/DD/YYYY*	
Jobs Effective Date: MM/DD/YYYY*	
Personnel Date: MM/DD/YYYY	
Job Status: *	Active
Title: *	
Annual Salary:	
Step: *	
FTE: *	1.0
Employer Code: *	Not Selected
Job Change Reason: *	Not Selected
Timesheet Orgn:	
Supervisor ID: *	
Supervisor Position: *	
Supervisor Suffix: *	
Hours per Day: *	8
Hours per Pay: *	173.33
Factor: *	12
Pays: *	12
Time Entry Method: *	Not Selected

Employee Job Labor Distribution - Step 4 (NBAJOBS), UE9945-00 Director, Academic

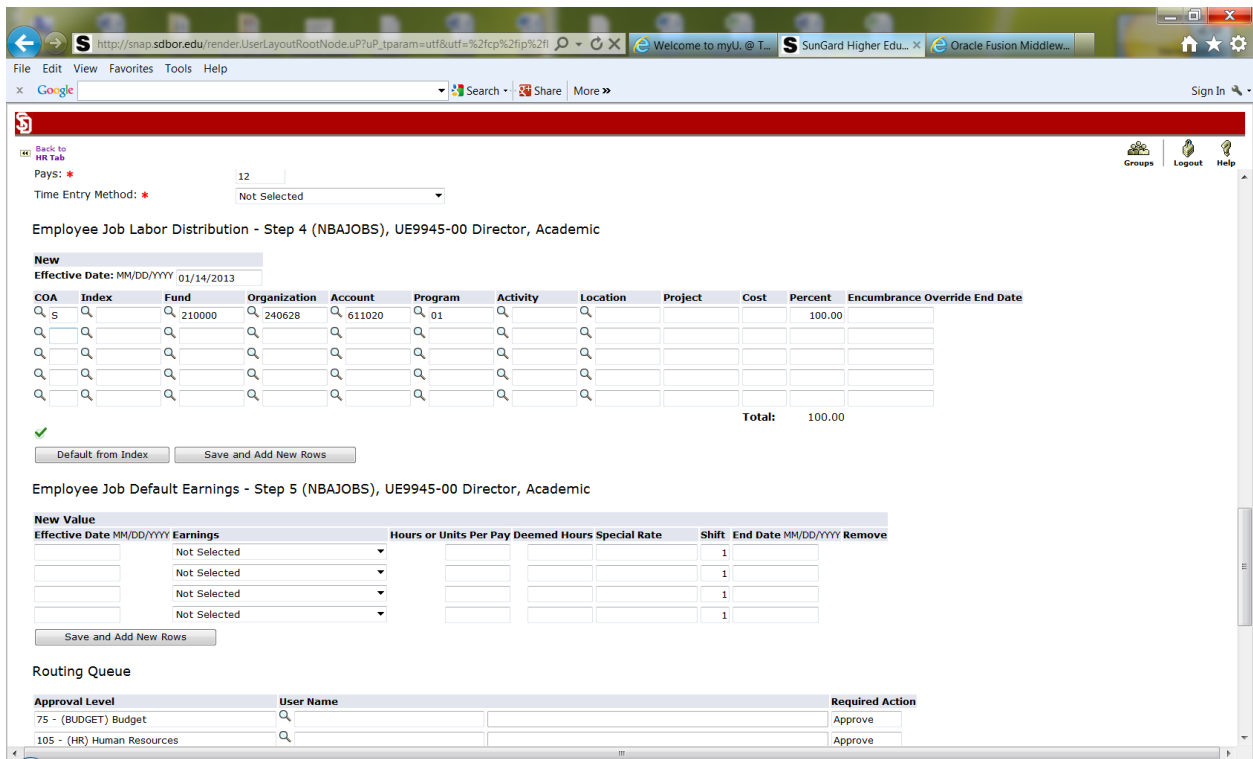
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override	End Date

Job Detail Information

37. Contract Type should be populated for Primary Job, Secondary Job or Overload.
38. Job Begin Date must match the hire date.
39. Jobs Effective Date must match the hire date and the job begin date.
40. Personnel Date can be populated to match what the first day should be. So, if a Leave is selected as the jobs status, then the date could be the first date of Active status as an example.
41. Job Status will be Active if that is the first day of payment, if not, then it can be placed as Leave without Pay with Benefits.
42. Title. Update title to reflect working title.
43. Regular Rate must be populated only if STEP is 0 otherwise, leave blank.
44. FTE will auto-populate as 1.0. This can be change and cannot exceed two decimals. FTE for all hourly students and work studies is 0. All overload records are also 0 FTE.
45. Step must be 0 for NFE or for CSA if over the midpoint. CSA should have a step if at or under midpoint.
46. Employer Code must be populated to match the Home Institution.
47. Job Change Reason for a new hire should always be used with one that starts with 'A'.
48. Supervisor's ID must be populated and must match that of NBAPOSN Position.
49. Supervisor's Position must match that of the supervisors on NBAJOBS.

- 50. Supervisor's Suffix must match that of the supervisors on NBAJOBS.
- 51. Hours per Day must be populated. Full time would be 8. Prorate for less and cannot be a decimal, must be a whole number.
- 52. Hours per Pay will auto-default to 173.33. This can be changed to a prorated number.
- 53. Factor must be populated and is the number contract months for an employee. So, if 9 month contract, then 9. If fulltime, 12 months, then 12.
- 54. Pays will be the same as Factor.

Time Entry Method. Time Entry Method. Choose from drop down. Payroll time entry – used for all temporary salaried employees or when paying a flat fee. Employee time entry via Web – used when the employee must enter hours on a timesheet or leave report. Department time entry – used when departments enter the hours onto timesheet for employees.



Employee Job Labor Distributions

- 55. Enter the FOAPAL if it has changed. The FOAP that defaults is from NBAJOBS – NBAPBUD. DO NOT change the FOAP on TEMWS.

Employee Job Default Earnings

- 56. Enter Default Earning codes. Since this is for an hourly employee, REG hours are not entered. Enter the earn code EPF with 1 unit.
- 57. If the employee is eligible for Longevity Pay, enter an effective date that is the next pay cycle start date after hired (if hired on Aug 18th, then enter date of 09/22/20xx), enter LGE code, and enter “1” in Hours or Units Per Pay.

Temporary Employee Termination - Step 6 (NBAJOBS), UE9105-00 Assoc Director Human Resources

Item **New Value**

Jobs Effective Date: MM/DD/YYYY*

Personnel Date: MM/DD/YYYY

Job Status: ▼ Terminated

Job Change Reason: * Not Selected

Routing Queue

Approval Level	User Name	Required Action
75 - (BUDGET) Budget	<input type="text"/>	Approve
105 - (HR) Human Resources	<input type="text"/>	Approve
150 - (SPC) Shared Payroll Center	<input type="text"/>	Apply
Not Selected ▼	<input type="text"/>	Not Selected ▼
Not Selected ▼	<input type="text"/>	Not Selected ▼
Not Selected ▼	<input type="text"/>	Not Selected ▼
Not Selected ▼	<input type="text"/>	Not Selected ▼

Comment

Temporary Employee Termination

58. Enter termination date for this job. The jobs effective date and Personnel Date should be the same.
59. Job Status. Block will pre-populate with Terminated.
60. Job Change Reason. Enter the appropriate reason. Majority of these actions will be TV012 or TV013.

Routing Queue

61. Enter the appropriate routing queue for your department and campus.
62. If there is a queue that pre-populates, data must be entered. . Others could be populated if desired. The more you place in, the longer the queue may take.

Comments

63. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports. On TEMWS, enter the work study award amount from the work study card and the student ID number.
64. Once completed, click the Save button.
65. Then click the Submit button, either at the top or bottom of the page.
66. If there are errors, they will be generated at the top.
67. Warnings allow the system to continue.
68. Errors must be corrected.
69. If an error occurs, fix, save again, and then submit.
70. You will get a message at the top when the transaction has been submitted successfully.

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Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
▶ Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	<input type="text" value="Jimmy"/>
Last Name: *	Seward	<input type="text" value="Seward"/>
Middle Name:	Eric	<input type="text" value="Eric"/>
Name Type:		<input type="text" value="Not Selected"/>
ID:	A00145810	<input type="text" value="A00145810"/>
Birth Date: MM/DD/YYYY*	01/26/1993	<input type="text" value="01/26/1993"/>
Citizenship: *		<input type="text" value="US, US Citizen"/>
Ethnicity: *		<input type="text" value="WH, White"/>
Sex: *	Male	<input type="text" value="Male"/>

Appointment Regular Secondary/Overload Position - Exempt – BENJS

Appointment of Regular Secondary/Overload Position – Hourly – BENJH

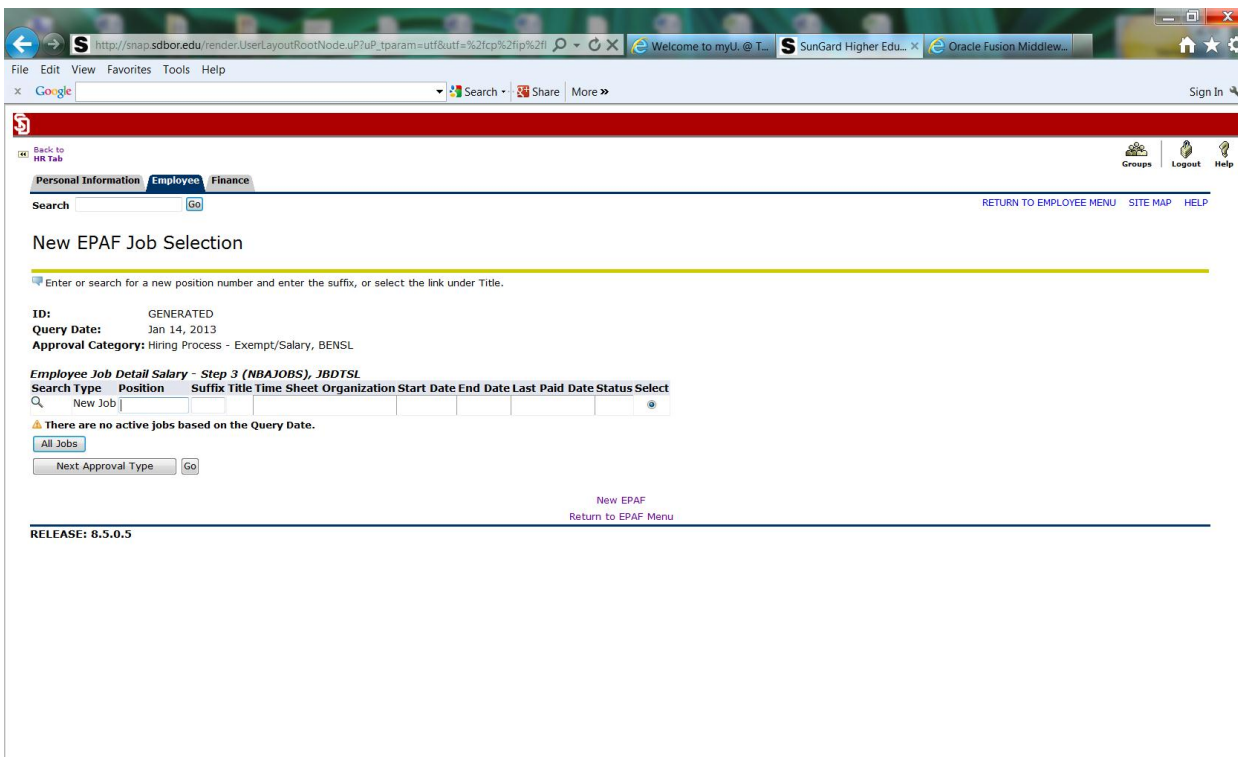
Appointment of Temp Secondary/Overload – Exempt – TEMJS

Appointment of Temp Secondary/Overload – Hourly – TEMJH

Appointment of Temp Secondary/Overload – Work Study - TEMWJ

NOTE: All five Secondary/Overload EPAFs require the same steps and info to process. The difference is whether an hourly rate or annual salary is paid and whether the person is benefit eligible or temporary. Also, the TEMWJ is used for work study appointments only (increase the suffix number each appointment year).

Once you have completed the general identification phase and clicked on the “Go” button, you will need to select the position that you are filling.



1. Enter the position number into Position block. If you do not know the job number, then you can query All Jobs.
2. Enter the suffix number into the Suffix block. The suffix number is incremental. If the base job is 00, then the next record using the same position number will be suffix 01, then 02, etc.
3. Make sure the position title drops in.
4. If these steps are missed, you will not be able to submit the form. This is a critical step.
5. Select Go.

Employee Job Detail Hourly - Step 3 (NBAJOBS), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Item	Current Value	New Value
Contract Type: *	Primary	Not selected
Job Begin Date: MM/DD/YYYY *	07/01/2006	
Jobs Effective Date: MM/DD/YYYY *	11/22/2012	
Personnel Date: MM/DD/YYYY	11/22/2012	
Job Status: *	Active	Not Selected
Title: *	Assoc Dir, Human Resources	
Regular Rate:	32.655008	
Step: *	0	
FTE: *	1	
Employer Code: *	USD	Not Selected
Job Change Reason: *	MN005	Not Selected
Timesheet Orgn:	2DOHR1	
Supervisor ID: *	A00004160	
Supervisor Position: *	UE9882	
Supervisor Suffix: *	00	
Hours per Day: *	8	
Hours per Pay: *	173.33	
Factor: *	12	
Pays: *	12	
Time Entry Method: *	Employee Time Entry via Web	Not Selected

Employee Job Labor Distribution - Step 4 (NBAJOBS), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Current
Effective Date: 11/22/2012

Job Detail Information

6. Contract Type should be populated for Primary Job, Secondary Job or Overload.
7. Job Begin Date must match the hire date.
8. Jobs Effective Date must match the hire date and the job begin date.
9. Personnel Date can be populated to match what the first day should be. So, if a Leave is selected as the jobs status, then the date could be the first date of Active status as an example.
10. Job Status will be Active if that is the first day of payment, if not, then it can be placed as Leave without Pay with Benefits.
11. Title. Enter job title for position.
12. Regular Rate must be populated only if STEP is 0 otherwise, leave blank.
13. FTE will auto-populate as 1.0. This can be changed and cannot exceed two decimals. Enter 0 for all hourly students and work studies. All overloads are 0 FTE as well.
14. Step must be 0 for NFE or for CSA if over the midpoint. CSA should have a step if at or under midpoint.
15. Employer Code must be populated to match the Home Institution.
16. Job Change Reason for a new hire should always be used with one that starts with 'A'.
17. Supervisor's ID must be populated and must match that of NBAPOSN Position.
18. Supervisor's Position must match that of the supervisors on NBAJOBS.
19. Supervisor's Suffix must match that of the supervisors on NBAJOBS.
20. Hours per Day must be populated. Full time would be 8. Prorate for less.
21. Hours per Pay will auto-default to 173.33. This can be changed to a prorated number.
22. Factor must be populated and is the number contract months for an employee. So, if 9 month contract, then 9. If fulltime, 12 months, then 12.

23. Pays will be the same number used in Factors above. This designates how many months to spread the pay over.
24. Time Entry Method. Choose from drop down. Payroll time entry – used for all temporary salaried employees or when paying a flat fee. Employee time entry via Web – used when the employee must enter hours on a timesheet or leave report. Department time entry – used when departments enter the hours onto timesheet for employees.

Employee Job Labor Distribution - Step 4 (NBAJOBS), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Current
Effective Date: 11/22/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
S		210000	252022	611050	06				87.54				
S		237S12	252022	611050	06				12.46				

New
Effective Date: MM/DD/YYYY 01/25/2013

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
S		237S12	252022	611050	06					12.46			
S		210000	252022	611050	06					87.54			
										Total:	100.00		

Defaulting values for Labor Distribution from the Job records.

Employee Job Default Earnings - Step 5 (NBAJOBS), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Current
Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

01/22/2008	LGE, Longevity Eligibility	1.00			1	
07/01/2012	REG, Hours Worked	173.33			1	

New Value
Effective Date MM/DD/YYYY Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date MM/DD/YYYY Remove

01/22/2008	LGE, Longevity Eligibility	1.00			1	
07/01/2012	REG, Hours Worked	173.33			1	
	Not Selected				1	

Employee Job Labor Distributions

25. Enter the FOAPAL if it has changed. The FOAP that defaults is from NBAJOBS – NBAPBUD. DO NOT change the FOAP on TEMWJ.

Employee Job Default Earnings

26. Enter Default Earning codes. Since this is for an hourly employee, REG hours are not entered. Enter the earn code EPF with 1 unit.
27. If the employee is eligible for Longevity Pay, enter an effective date that is the next pay cycle start date after hired (if hired on Aug 18th, then enter date of 08/22/20xx), enter LGE code, and enter “1” in Hours or Units Per Pay.

Temporary Employee Termination - Step 6 (NBAJOBS), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	11/22/2012	<input type="text"/>
Personnel Date: MM/DD/YYYY	11/22/2012	<input type="text"/>
Job Status: *	Active	Not Selected
Job Change Reason: *	MN005	Not Selected

Routing Queue

Approval Level	User Name	Required Action
75 - (BUDGET) Budget	<input type="text"/>	Approve
105 - (HR) Human Resources	<input type="text"/>	Approve
150 - (SPC) Shared Payroll Center	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Save and Add New Rows

Comment

Temporary Employee Termination (This section will not be on BENJS and BENJH)

28. Enter termination date for this job.
29. Job Status. Block will pre-populate with Terminated.
30. Job Change Reason. Enter the appropriate reason. Majority of these actions will be TV012 or TV013.

Routing Queue

31. Enter the appropriate routing queue for your department and campus.
32. If there is a queue that pre-populates, data must be entered. Others could be populated if desired. The more you place in, the longer the queue may take.

Comments

33. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports. On TEMWJ, enter the work study award amount from the work study card and the student ID number.
34. Once completed, click the Save button.
35. Then click the Submit button, either at the top or bottom of the page.
36. If there are errors, they will be generated at the top.
37. Warnings allow the system to continue.
38. Errors must be corrected.
39. If an error occurs, fix, save again, and then submit.
40. You will get a message at the top when the transaction has been submitted successfully.

http://snap.sdbor.edu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2f... Welcome to myU... SunGard Higher ... Oracle Fusion Midd... South Dakota Boar... Sign In

File Edit View Favorites Tools Help

Search [Go] RETURN TO EMPLOYEE MENU SITE MAP HELP

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING*	Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

Appointment of Voluntary Individual – VOLHR

NOTE: In addition to completing the EPAF on all volunteers, the “signed” volunteer statement needs to be sent to Human Resources so it can be scanned into Banner.

Once you have completed the general identification phase and clicked on the “Go” button, you will be taken to the first screen.

Item	New Value
First Name: *	
Last Name: *	
Middle Name:	
Name Type:	Not Selected
ID:	GENERATED
Birth Date: MM/DD/YYYY*	
Citizenship: *	Not Selected
Ethnicity: *	Not Selected
Sex: *	Not Available
SSN/SIN/TIN: *	
Marital Status: *	Not Selected
Address From Date: MM/DD/YYYY*	
Address Line 1: *	
Address Line 2:	
Address Line 3:	
City: *	
State: *	Not Selected
ZIP or Postal Code: *	
Address Sequence No.:	
Address Type: *	Not Selected

General Person Information (Note: The steps below are used when an “A” number has to be generated. If the person already exists with an “A” number that info will display. The screens for existing employees will have two columns: one titled “Current Value” and one titled “New Value”. You can type or drag the info into the “New Value” columns.

1. Enter the legal name of the applicant/employee. This can be found on the employee’s SSN card or passport.
 - a. First Name
 - b. Last Name
 - c. Middle Name or Middle initial (as it exists on employee’s SSN card or passport).
2. Leave the Name Type as Not Selected. This will populate in Banner a name type of NULL. This is the appropriate name type to go with the SSN Name.
3. ID will say Generated.
4. Birth Date must be MM/DD/YYYY.
5. Citizenship will auto-populate to US due to the number of US Citizens that are hired. If you have a non-US Citizen, then you need to select from the drop down the correct citizenship based on the Visa or I-9 information.
6. An ethnicity must be selected. Unknown or Not Disclosed cannot be used.
7. Select Gender.

8. SSN number must be populated without dashes. If the SSN is not known due to immigration status, then contact the HR Office to generate a fake SSN number. This is a critical item – please pay special attention when entering.
9. Marital Status. Select the marital status of individual.
10. Address From Date should be populated to match the hire date.
11. Address should be populated according to the Institutional Address. So, enter the Department Address.
12. City should be populated for the city the department address is located.
13. State of SD will auto-populate, however, if you need to select a different state, select from the drop down.

Voluntary Information Step 2 (PEAEMPL)

Item	New Value
Employee Class Code: *	45
Employee Status: *	Active
Home COAS: *	S
Home Organization: *	
Current Hire Date: MM/DD/YYYY*	
District Code:	Not Selected
Location Code: *	Not Selected
College Code: *	Not Selected
Term Reason Code: *	V4, Termination of Volunteers
Termination Date: MM/DD/YYYY*	

Approval Level	User Name	Required Action
105 - (HR) Human Resources		Approve
150 - (SPC) Shared Payroll Center		Apply
Not Selected		Not Selected

14. Address Sequence must be left Blank (NULL).
15. Address Type is IN. Do not change this as it indicates Institutional Address.
16. Zip Code can be populated from drop down or entered manually. Should match the city for which the department is located.
17. County should be populated from the drop down and should match the City for which the department is located and County in which the employee works.
18. Inactive Address must be loaded as a No. This simply means the address is active.
19. Telephone should be IN.
20. Telephone Sequence must be left Blank (NULL).
21. Area code will auto-default as 605, however it can be changed to match the area code for the location of the office for which the employee works.
22. Telephone number should be the number of the department or the employee and should be ####-####.

Voluntary Information

23. Employee Class Code must be the class that is associated to the position. All volunteers are eclass 45. If someone has an active job already, DO NOT load the volunteer EPAF. Send the “signed” volunteer statement to Human Resources for scanning.
24. The Employee Status should be Active.
25. Home COAS is always S.
26. Home Organization can be found in the drop down and is on the posting in Your Future.
27. District Code must be populated by SDSU, USD and BOR.
28. Location Code must be filled by the Home Employer.
29. College Code must be populated with the college/unit the position belongs. This is essential for reporting purposes.
30. Term Reason. The code for all volunteers will always be V4.
31. Termination Date. Enter term date for appointment. Appointments can't go past fiscal year end date (06/21/xx).

The screenshot shows a web browser window displaying the EPAF Routing Queue form. The browser's address bar shows the URL: http://snap.sdbor.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%21cp%21p%21. The page title is "Routing Queue".

Approval Level	User Name	Required Action
105 - (HR) Human Resources	<input type="text"/>	Approve
150 - (SPC) Shared Payroll Center	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Below the table is a "Save and Add New Rows" button. Underneath is a "Comment" section with a large text area and a "Save" button. At the bottom of the form, there are navigation links: "Approval Types | Routing Queue | Transaction History".

Routing Queue

32. Enter the appropriate routing queue for your department and campus.
33. If there is a queue that pre-populates, data must be entered. . Others could be populated if desired. The more you place in, the longer the queue may take.

Comments

34. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.

35. Once completed, click the Save button.

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Type Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

36. Then click the Submit button, either at the top or bottom of the page.

37. If there are errors, they will be generated at the top.

38. Warnings allow the system to continue.

39. Errors must be corrected.

40. If an error occurs, fix, save again, and then submit.

41. You will get a message at the top when the transaction has been submitted successfully.

Salary Change Permanent – Salaried - SLCPMS

Salary Change Permanent – Hourly – SLCPMH

(NOTE: Both Permanent Salary Change EPAFs require the same steps and info to process. The difference is whether an hourly rate or annual salary is paid.)

The screenshot shows a web browser window displaying the 'New EPAF Job Selection' page in an Oracle HR system. The browser's address bar shows a URL starting with 'http://snaps.sdbore.edu'. The page has a red header with navigation links for 'Personal Information', 'Employee', and 'Finance'. Below the header, there is a search bar and a 'Go' button. The main content area is titled 'New EPAF Job Selection' and includes instructions: 'Enter or search for a new position number and enter the suffix, or select the link under Title.' It displays the following information: ID: GENERATED, Query Date: Jan 14, 2013, and Approval Category: Hiring Process - Exempt/Salary, BENSL. Below this is a table titled 'Employee Job Detail Salary - Step 3 (NBAJOBS), JBDTSL' with columns: Search Type, Position, Suffix, Title, Time Sheet, Organization, Start Date, End Date, Last Paid Date, and Status. The table contains one row with 'New Job' in the Search Type column. A warning message states: 'There are no active jobs based on the Query Date.' Below the table are buttons for 'All Jobs' and 'Next Approval Type' with a 'Go' button. At the bottom of the page, there are links for 'New EPAF' and 'Return to EPAF Menu', and a release version 'RELEASE: 8.5.0.5'.

1. Either enter the Position and Suffix that you wish to update or click the “Select” button.
2. Click Go.

Back to HR Tab

* - Indicates a required field.

Permanent Salary Hourly Employee, UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

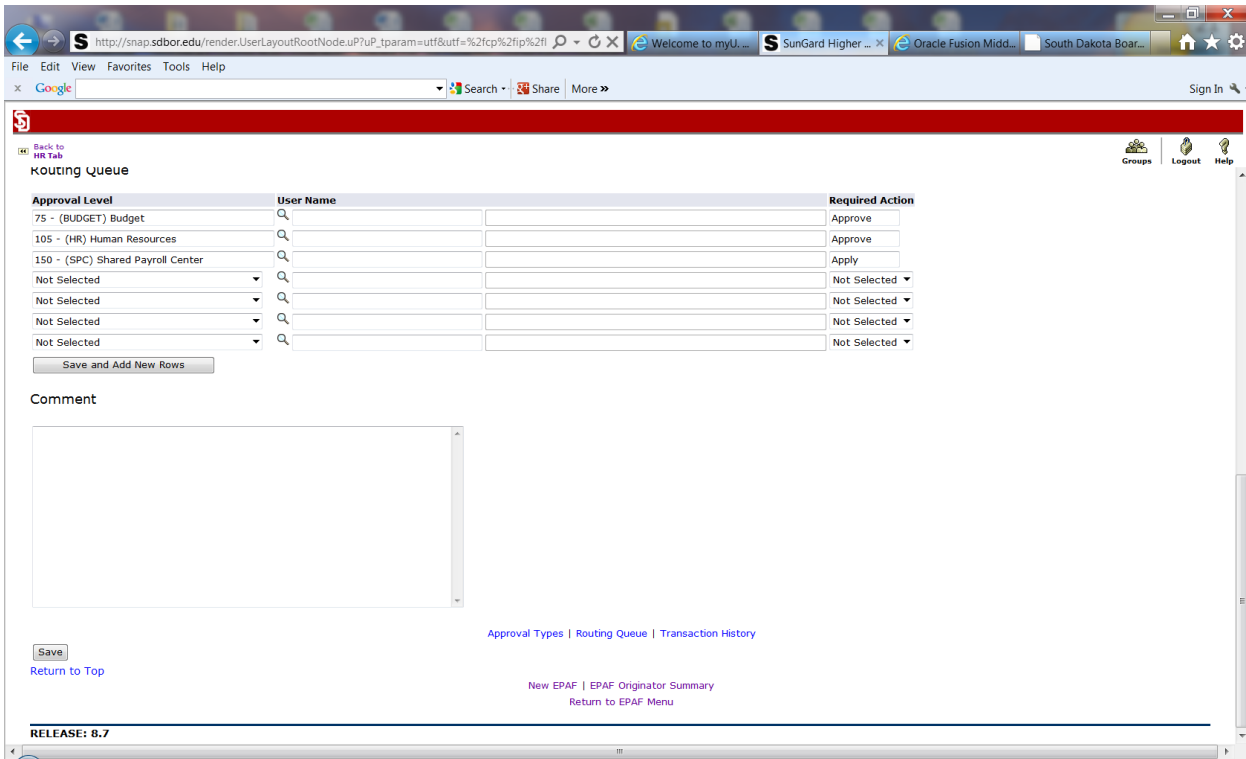
Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	11/22/2012	
Personnel Date: MM/DD/YYYY*	11/22/2012	
Job Status: *	Active	Not Selected
Regular Rate:	32.655008	
Step: *	0	
FTE: *	1	
Employer Code: *	USD	Not Selected
Job Change Reason: *	MN005	Not Selected
Supervisor ID: *	A00004160	
Supervisor Position: *	UE9882	
Hours per Day: *	8	
Hours per Pay: *	173.33	
Factor: *	12	
Pays: *	12	

Routing Queue

Approval Level	User Name	Required Action
75 - (BUDGET) Budget		Approve
105 - (HR) Human Resources		Approve
150 - (SPC) Shared Payroll Center		Apply
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected
Not Selected		Not Selected

Employee Job Detail Salary

3. Jobs Effective Date. Enter date pay action is to begin.
4. Personnel Date. Enter date pay action is to begin.
5. Job Status. Enter Active.
6. Annual Salary/Hourly Rate. Enter total salary/hourly rate for this pay action unless a Step is loaded into the next block.
7. Step. For non-CSA employees, enter 0. If CSA, then enter Step number or 0 if the rate is entered into the previous block
8. FTE. Enter FTE for this position. All overload positions are entered as 0 FTE.
9. Employer Code. Enter appropriate university, special school, etc.
10. Job Change Reason. Enter appropriate reason code.
11. Supervisor ID. Enter supervisor ID for this position.
12. Supervisor Position. Enter supervisor position number for this position.
13. Supervisor Suffix. Enter supervisor position number suffix for this position.
14. Hours per Day. Enter hours per day spent on this position. For example, if FTE is .25, then 25% of an 8 hour day is 2. Overloads at 0 FTE require 1 hour.
15. Hours per Pay. Full month is 173.33 hours. If position is .25 FTE then 25% of 173.33 is 43.33 hours.
16. Factor. Enter how many months this job will be paid.
17. Pays. Enter the same as Factor months.



Routing Queue

18. Enter the appropriate routing queue for your department and campus.
19. If there is a queue that pre-populates, data must be entered. Others could be populated if desired. The more you place enter, the longer the approval process may take.

Comments

20. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.
21. Once completed, click the Save button.
22. Then click the Submit button.
23. If there are errors, they will be generated at the top.
24. Warnings allow the system to continue.
25. Errors must be corrected.
26. If an error occurs, fix, save again, and then submit.
27. You will get a message at the top of page when the transaction has been submitted successfully.

http://snap.sdbore.edu/render.UserLayoutRootNode.u?uP_tparam=utf8&utf=%2fcp%2fip%2f... Welcome to myU... SunGard Higher... Oracle Fusion Midd... South Dakota Boar... Sign In

File Edit View Favorites Tools Help

Search Share More

Back to HR Tab

Personal Information Employee Finance

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP

Electronic Personnel Action Form

The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING*	Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

Fund Source Change Permanent – NBAJOBS/NBAPBUD – FOAPPM

Fund Source Change Temporary – NBAJOBS – FOAPTM

(NOTE: Both Fund Source Change EPAFs require the same steps and info to process. The difference is how the Budget Offices will handle the data provided.)

Once you have selected the individual and clicked the Go button, the next screen requires you to choose the position which you want to change the FOPAL string on.

Personal Information Employee Finance

Search RETURN TO EMPLOYEE MENU SITE MAP HELP

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: GENERATED
Query Date: Jan 14, 2013
Approval Category: Hiring Process - Exempt/Salary, BENSL

Employee Job Detail Salary - Step 3 (NBAJOBS), JBDTSL

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									

There are no active jobs based on the Query Date.

New EPAF
Return to EPAF Menu

RELEASE: 8.5.0.5

1. Either enter the Position and Suffix that you wish to update or click the “Select” button.
2. Click Go.

http://snap.sdbore.edu/render.UserLayoutRootNode.u?uP_tparam=utf8&utf=%2fcp%2fip%2f... Welcome to myU... SunGard Higher... Oracle Fusion Midd... South Dakota Boar... Sign In

Back to HR Tab

* - Indicates a required field.

FOAPAL Change, UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Item	Current Value	New Value
Job Change Reason:	MN005	Not Selected
Jobs Effective Date: MM/DD/YYYY	11/22/2012	

Current
Effective Date: 11/22/2012

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
S		210000	252022	611050	06					87.54			
S		237S12	252022	611050	06					12.46			

New
Effective Date: MM/DD/YYYY 01/25/2013

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q	S	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
		237S12	252022	611050	06					12.46			
Q	S	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
		210000	252022	611050	06					87.54			
Q		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Q		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Q		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Q		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Q		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
Total:										100.00			

Defaulting values for Labor Distribution from the Job records.

Routing Queue

Approval Level	User Name	Required Action
75 - (BUDGET) Budget	Q	Approve
150 - (SPC) Shared Payroll Center	Q	Apply
Not Selected	Q	Not Selected

FOAPAL Change

3. Enter Job Change Reason of MN005.
4. Jobs Effective Date. This date is the date you want the change effective.
5. Current FOAPAL string and effective date cannot be changed.
6. Enter New FOAPAL information:
 - a. COA is S.
 - b. Enter Index number and click Save button. This will then populate the Fund and Organization codes. Or you can leave blank and proceed to Fund block.
 - c. Enter Fund.
 - d. Enter Organization.
 - e. Enter Account number.
 - f. Enter Program number.
 - g. Enter Percent for this FOAP.
 - h. Repeat steps A-G depending on number of FOAPs for this position. Percent total must equal 100.

Routing Queue

Approval Level	User Name	Required Action
75 - (BUDGET) Budget	<input type="text"/>	Approve
150 - (SPC) Shared Payroll Center	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Save and Add New Rows

Comment

Save

Return to Top

Approval Types | Account Distribution | Routing Queue | Transaction History

New EPAF | EPAF Originator Summary
Return to EPAF Menu

RELEASE: 8.7

Routing Queue

7. Enter the appropriate routing queue for your department and campus.
8. If there is a queue that pre-populates, data must be entered. Others could be populated if desired. The more you place enter, the longer the approval process may take.

Comments

9. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports.
10. Enter comments here if a PHARED is required and for what period of time it is needed for.
11. Once completed, click the Save button.
12. Then click the Submit button.
13. If there are errors, they will be generated at the top.
14. Warnings allow the system to continue.
15. Errors must be corrected.
16. If an error occurs, fix, save again, and then submit.
17. You will get a message at the top of page when the transaction has been submitted successfully.

http://snap.sdbor.edu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2f... Welcome to myU... SunGard Higher... Oracle Fusion Midd... South Dakota Boar... Sign In

File Edit View Favorites Tools Help

Search [Go] RETURN TO EMPLOYEE MENU SITE MAP HELP

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING* Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

Termination of Job and Employment – TERMIN

Termination of Job - TERMJB

Once you have selected the individual and clicked the Go button, the next screen requires you to choose the position which you want to terminate.

The screenshot shows a web browser window with the URL http://snap.sdbore.edu/render.UserLayoutRootNode.u?uP_tparam=utf8utf=%2fcp%2fip%2f. The page title is "New EPAF Job Selection". Below the title, there is a search bar with a "Go" button. The page displays the following information:

ID: GENERATED
Query Date: Jan 14, 2013
Approval Category: Hiring Process - Exempt/Salary, BENSL

Employee Job Detail Salary - Step 3 (NBAJOBS), JBDTSL

Search Type	Position	Suffix	Title	Time Sheet	Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									

There are no active jobs based on the Query Date.

Buttons: All Jobs, Next Approval Type, Go

Links: RETURN TO EMPLOYEE MENU, SITE MAP, HELP

RELEASE: 8.5.0.5

1. Either enter the Position and Suffix that you wish to update or click the "Select" button.
2. Click Go.

* - Indicates a required field.

Termination of Job - Step 1 (NBAJOBS), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	11/22/2012	<input type="text"/>
Personnel Date: MM/DD/YYYY	11/22/2012	<input type="text"/>
Job Status: *	Active	Terminated
Job Change Reason: *	MN005	Not Selected

Termination of Employee - Step 2 (PEAEMPL), UE9105-00 Assoc Dir, Human Resources, Last Paid Date: Jan 21, 2013

Item	Current Value	New Value
Term Reason Code: *	Not Selected	<input type="text"/>
Termination Date: MM/DD/YYYY*		<input type="text"/>

Routing Queue

Approval Level	User Name	Required Action
105 - (HR) Human Resources	<input type="text"/>	Approve
150 - (SPC) Shared Payroll Center	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Save and Add New Rows

Comment

Note: the only difference between TERMIN and TERMJB is that TERMJB does not have the Step 2 block.

Termination of Job

3. Enter the termination date in the Jobs Effective Date.
4. Job Status block with auto populate with Terminated.
5. Job Change Reason. Select one of the reasons which begin with "T".

Termination of Employee

6. Term Reason Code. Choose reason based on Job Change Reason.
7. Termination Date. Enter the employee's termination date.

The screenshot shows a web browser window with the URL http://snap.sdbor.edu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2f. The page title is "Routing Queue".

At the top, there is a "Termination Date: MM/DD/YYYY*" field with a calendar icon.

The main section is titled "Routing Queue" and contains a table with the following columns: "Approval Level", "User Name", and "Required Action".

Approval Level	User Name	Required Action
105 - (HR) Human Resources	<input type="text"/>	Approve
150 - (SPC) Shared Payroll Center	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Below the table is a "Save and Add New Rows" button.

The "Comment" section features a large text area for entering comments.

At the bottom of the page, there are navigation links: "Approval Types | Routing Queue | Transaction History", a "Save" button, "Return to Top", and "New EPAF | EPAF Originator Summary | Return to EPAF Menu".

Routing Queue

8. Enter the appropriate routing queue for your department and campus.
9. If there is a queue that pre-populates, data must be entered. Others could be populated if desired. The more you place enter, the longer the approval process may take.

Comments

10. Enter Comments which support the action. This cannot be discriminatory. Anything that is recorded can be pulled into reports. In this block, put the amounts of annual and sick leave payouts from the term audit. If you want the leave payouts paid out of different accounts than the main job, identify the index number here also.
11. Once completed, click the Save button.
12. Then click the Submit button.
13. If there are errors, they will be generated at the top.
14. Warnings allow the system to continue.
15. Errors must be corrected.
16. If an error occurs, fix, save again, and then submit.
17. You will get a message at the top of page when the transaction has been submitted successfully.

http://snap.sdbor.edu/render.UserLayoutRootNode.u?uP_tparam=utf&utf=%2fcp%2fip%2f... Welcome to myU... SunGard Higher... Oracle Fusion Midd... South Dakota Boar... Sign In

File Edit View Favorites Tools Help

Search [Go] RETURN TO EMPLOYEE MENU SITE MAP HELP

Electronic Personnel Action Form

✓ The transaction has been successfully submitted.
 Enter the information for the EPAF and either Save or Submit

Name and ID: Jimmy Eric Seward, A00145810 **Job and Suffix:** US8317-00, Auxiliary Svc Student Assist
Transaction: 89393 **Query Date:** Jan 22, 2013
Transaction Status: Pending **Last Paid Date:**
Approval Category: Appointment Temporary/Termination - OT Eligible/Hourly, TEMHR

[Approval Types](#) | [Account Distribution](#) | [Errors](#) | [Comments](#) | [Routing Queue](#) | [Transaction History](#)

Errors and Warning Messages

Type	Message	Type	Description
Employee Job Detail Hourly - Step 3 (NBAJOBS)	WARNING	*WARNING*	Encumbrance has been set to 0, because method is Value Input.

* - indicates a required field.

General Person Information - Step 1 (PPAIDEN)

Item	Current Value	New Value
First Name: *	Jimmy	Jimmy
Last Name: *	Seward	Seward
Middle Name:	Eric	Eric
Name Type:		Not Selected
ID:	A00145810	A00145810
Birth Date: MM/DD/YYYY*	01/26/1993	01/26/1993
Citizenship: *		US, US Citizen
Ethnicity: *		WH, White
Sex: *	Male	Male

Employee Class Codes and Descriptions

Employee Class Codes	Descriptions
01	Inst Chief Executive Officer (President only)
03	CSA FLSA Exempt Employees
04	CSA OT Eligible Employees
07	CSA TP FLSA Exempt Employees (do not receive benefits)
08	CSA TP OT Eligible Employees (do not receive benefits)
14	Federal Employees (not used at USD)
15	9 Month Faculty Benefit Eligible
16	10 Month Faculty Benefit Eligible
17	11 Month Faculty Benefit Eligible
18	12 Month Faculty Benefit Eligible
19	Code Eliminated
20	Faculty Part-Time (Use for all Adjuncts/temp faculty) (do not receive benefits)
21	Faculty Special School K12 (not used at USD)
22	Part-Time Faculty Hourly (do not receive benefits)
25	Graduate Assistant Exempt (do not receive benefits)
26	Graduate Assistant OT Eligible (do not receive benefits)
28	NFE FLSA Exempt Employees
29	NFE OT Eligible Employees
32	NFE TP FLSA Exempt Employees (do not receive benefits)
33	NFE TP OT Eligible Employees (do not receive benefits)
35	Student – FWS (do not receive benefits)
36	Student Hourly Regular (do not receive benefits)
37	Student Regular Salaried (do not receive benefits)

39	Board of Regents (not used at USD)
45	Voluntary and Unpaid (do not receive benefits)

Job Change Reasons

AA000	Appointment (use for employees receiving benefits)
AA001	Overload for Teaching
AA002	Supplemental Appointment
AA003	Courtesy Appointment
AA004	Summer Teaching Appointment
AA005	Continuing Education/Extension
AA006	Summer Research Appointment
AB000	Hire Temp Appointment (use for non-benefit employees)
AC000	Emeritus/Emeriti Appointment
AC001	Department Chair/Dean Duties
BP001	Market Increase (not used anymore)
BP002	Performance Increase (not used anymore)
BP003	Institutional Priorities (not used anymore)
BP004	Promotion-Outside Salary Pool (not used anymore)
BP005	Adjustment-Outside Salary Pool (not used anymore)
FT001	Award Tenure - NA Use PEAFAC (not used anymore)
FT002	Term/Tenure Tk - NA Use PEAFAC (not used anymore)
FT003	Tenure TK/Term - NA Use PEAFAC (not used anymore)
FT004	Tenure/Term - NA Use PEAFAC (not used anymore)
LA001	LWOP Personal Reason
LA002	LWOP Worker Comp
LA003	LWOP FMLA
LA004	LWOP Education
LA005	Active Military Duty
LA006	LWOP ADA
LA007	Sabbatical Leave
LA008	Faculty Improvement Leave
MN001	Shared Employee Agreement

MN002	FY Contract Completion
MN003	Return to Regular Duties
MN004	Data Entry Correction
MN005	Labor Distribution Change
MN006	Contract Buy Out
MN007	Sys Impl - DO NOT USE
MN008	Supervisor Change
MN009	Timekeeping Change
SA001	Permanent Additional Duties
SA002	End of Probation Adjust
SA003	Sal Adj - Unusual Circumstance
SA004	Sal Adj to 5% range at 6 mo
SA005	Temporary Additional Duties
SA006	Salary Enhance/Special Award
SA007	Change in Overtime Eligibility
SA008	Change Salary Rate/Pay Grade
SA009	Change in Appointment Type
SA010	Change Faculty Rank
SA011	Promotion (use when ending one job. Use AA000 when appointing to new position)
SA012	Voluntary Demotion
SA013	Demotion for Cause
SA014	Reclassification
SA015	Title Change
SA016	Permanent Change in FTE
SA017	Lateral Transfer (use when ending one job. Use AA000 when appointing to new position)
SA018	Move to Different State Agency
SA019	Trans from State Agency
SA020	FY Salary Increase (used by BOR during mass FY salary update)
SA021	FY Salary Increase (use when updating temp benefit eligible employees with FY increase)
SA022	Temporary Change in FTE

SA023	Temporary Reduction in Force
TD000	Term Decreased-Unavoid
TI000	Term Unsat Perform-Avoid
TI001	Term Unsat Prob Perf-Avoid
TI002	Term Before Invol Term-Avoid
TL000	Term No Renew Contract-Avoid
TL001	Term Eliminate Position--Avoid
TR000	Term Early Retire-Unavoid
TR001	Term Normal Retire-Unavoid
TR002	Term Disability Retire-Unavoid
TV000	Term No Reason Given-Avoid
TV001	Term Personal Reason-Avoid
TV002	Term Dissat Salary-Avoid
TV003	Term Work Schedule-Avoid
TV004	Term Dissat Benefits-Avoid
TV005	Term Work Conditions-Avoid
TV006	Term Work Relations-avoid
TV007	Term Mgmt Concerns-Avoid
TV008	Term No Advance Opp-Avoid
TV009	Term Moving-Unavoid
TV010	Term Childcare-Unavoid
TV011	Term Exit Workforce-Unavoid
TV012	Completion Student Employment
TV013	Completion Temp Appointment

ACCOUNT CODES

- 611010 Non-Instructional Administration
- 611020 Instructional Administration
- 611030 Faculty/Adjunct Faculty
- 611040 Graduate Assistantships
- 611050 Non Faculty Exempt
- 611060 Career Service Staff
- 611170 Temp CSA and NFE Staff
- 611110 Students
- 611115 Technology Fellows
- 611130 Work Study

UAH	President's House	
UAK	Akeley-Lawrence Science Center	
UAS	Arts & Sciences	
UB	Beacom Hall	
UBC	Belbas Center	
UBD	Grace L Beede Hall (dorm)	Example for IN Address:
UBH	Burr House	USL 206
UBK	Brookman Hall (dorm)	Human Resources
UBR	Burgess Hall (dorm)	U Exchange 414 E Clark St
		Vermillion SD
		57069
UCE	Center for Continuing Edu	
UCH	H M Cook House	
UCL	The Churchill-Haines Labs	
UCV	Coyote Village Apartments	
UCY	Cypress Court Apartments	SF HSC
UD	Dakota Hall	1400 West 22 nd St
		Sioux Falls SD
		57105
UDD	Dakota Dome	
UDV	Davidson Power Plant	
UE	East Hall	University Center
UED	Delzell Education Center	4801 N Career Ave
UFA	W M Lee Ctr For Fine Arts	Sioux Falls SD
UFH	Farber House	57107
UJ	Julian Hall Dorm	
ULB	I D Weeks Library	
ULS	School Of Law	
UM	National Music Museum	
UMC	Muenster University Center	
UMH	McFadden Hall	
UMI	George Mickelson Hall (dorm)	
UMS	Lee Medicine & Science Hall	
UMT	McKusick Technology Ctr	
UNA	Native American Center	
UNB	Noteboom Hall	
UNM	Al Neuharth Media Center	
UNT	Norton Hall (dorm)	
UOL	Edward Olson Hall (dorm)	
UOM	Old Main	
UP	Patterson Hall	
UPL	Arthur M Pardee Laboratory	
URD	Redwood Court Apartments	
URI	Mabel Richardson Hall (dorm)	
USD	South Dakota Union Bldg	
USL	Robert L Slagle Hall	
USM	W.H. Over State Museum	
UVU	Vucurevich Childcare Center	

USD ROUTING

Type	Approval Level	Name
BENSL, BENHR, TERMIN, TERMJB:	45, 47, 50 (as appropriate for department)	
	55 Administration	appropriate vice president
	70 Research Accounting (if grant funded)	Janet Koehn (always FYI)
	75 Budget	Cindy Brodsky
	105 Human Resources	Emery Wasley
	149 Information Copy	Katie Carter (always FYI)
	149 Information Copy	Jane Munkvold (always FYI)
	150 Shared Payroll Center	ZZ_RIS
 TEMSL and TEMHR:	45, 47, 50 (as appropriate for department)	
	55 Administration	appropriate vice president
	60 Graduate School (all Grad Assistantships)	Vincent Lahren (always FYI)
	65 Financial Aid (all students except GAships)	Kari Neal (always FYI)
	70 Research Accounting (if grant funded)	Janet Koehn (always FYI)
	75 Budget	Cindy Brodsky
	105 Human Resources	Emery Wasley
	149 Information Copy	Jane Munkvold (always FYI)
	150 Shared Payroll Center	ZZ_RIS
 TEMWS and TEMWJ:	45, 47, 50 (as appropriate for department)	
	55 Administration	appropriate vice president
	65 Financial Aid	Kari Neal
	75 Budget	Cindy Brodsky
	105 Human Resources	Emery Wasley
	149 Information Copy	Katie Carter (always FYI)
	150 Shared Payroll Center	ZZ_RIS

USD ROUTING

Type	Approval Level	Name
FOAPPM and FOAPTM:	45, 47, 50 (as appropriate for department)	
	55 Administration	appropriate vice president
	70 Research Accounting (if grant funded)	Janet Koehn (always FYI)
	75 Budget	Cindy Brodsky
	150 Shared Payroll Center	ZZ_RIS
BENJR, BENJS, TEMJS, TEMJH, SLCPMS, and SLCPTMH:		
FOAPPM and FOAPTM:	45, 47, 50 (as appropriate for department)	
	55 Administration	appropriate vice president
	60 Graduate School (all Grad Assistantships)	Vincent Lahren (always FYI)
	65 Financial Aid (all students except GAships)	Kari Neal (always FYI)
	70 Research Accounting (if grant funded)	Janet Koehn (always FYI)
	75 Budget	Cindy Brodsky
	105 Human Resources	Emery Wasley
	150 Shared Payroll Center	ZZ_RIS
VOLHR:	105 Human Resources	Emery Wasley
	150 Shared Payroll Center	ZZ_RIS

Percent of Time	Hours Per Day	Hours Per Pay
5%	1	8.66
10%	1	17.33
15%	1.3	26.00
16%	1.3	27.73
20%	1.6	34.67
25%	2	43.33
30%	2.4	52.00
32%	2.5	55.46
40%	3.2	69.33
45%	3.6	78.00
49.5%	4	85.80
50%	4	86.67
60%	4.8	104.00
75%	6	130.00
80%	6.4	138.66
90%	7.2	156.00
100%	8	173.33

GENERAL TERMS AND ACRONYMS

Regular Appointment – An employee receives a regular appointment after competing for a position thru a competitive recruitment process. Usually these employees are benefit eligible.

Temporary Appointment – An employee who is hired without going thru a competitive search. An employee in this category is hired for a specific period of time. Examples include: hourly students, adjuncts, work studies, etc.

Primary Job – All employees must have a primary job. The type of primary job an employee has is an indicator of the employee's classification (eclass) such as CSA, NFE, Graduate Assistant, faculty, or student.

Secondary Job – Some employees may have two jobs. This could be within the same department (example: Chair and Professor) or could be in two different departments (hourly job in Chemistry and hourly job in Athletics).

Overload – An overload job is work done above and beyond the employee's regular position. Overload positions apply only to employees who hold regular appointments. Overloads are designated as 0 FTE.

ACRONYMS - State, BOR, USD and USD Human Resources 11-08-10

STATE

ARSD	Administrative Rules of South Dakota
BFM	Bureau of Finance & Management
BIT	Bureau of Information Technology
BOP	Bureau of Personnel
CSA	Career Service Act
CY	Calendar Year
DDN	Digital Distance Network
DOE	Department of Education
EOP	End of Probation
FOAPAL	Fund, Organization, Account, Program, Activity, Location
FSC	Family Status Change
FTE	Full Time Equivalent
FY	Fiscal Year (June 22 – June 21)
LNG	Longevity Policy & Pay
LOA	Leave of Absence
NFE	Non Faculty Exempt
PACE	Performance & Compensation Equity (BOP salary setting policy)
PDQ	Position Description Questionnaire
PEPL	Public Employees Personal Liability
PPAR	Performance Planning & Review
SDCL	South Dakota Codified Law
SDDOL	South Dakota Department of Labor
SDRS	South Dakota Retirement System
SOP	Standard Operating Procedure
UI	Unemployment Insurance
WC	Workers' Compensation

BOARD OF REGENTS

AAC	Academic Affairs Council
BAC	Business Affairs Council
BOR	Board of Regents
COHE	Council of Higher Education (Union Contract for Universities & Special Schools)
COPS	Council of Presidents & Superintendents
ETOD	Electronic Training On Demand
HLC	Higher Learning Commission (USD's Accreditation Body)
RAS	Research Affairs Council
RCSAC	Regents Career Service Advisory Council
RIS	Regents Information System
SAC	Student Affairs Council
SIC	Shared Immigration Center
SNAP	System Navigation Access Portal
SPC	Shared Payroll Center
YOUR FUTURE	On Line Employment Site

ACADEMIC NAMES & BUILDINGS

A&S	College of Arts & Sciences
BELBAS	Admissions, Registrar & Financial Aid Center
BSOB	Beacom School of Business
CE	Continuing Education
CMJ	Contemporary Media & Journalism
CTL	Center for Teaching & Learning
FA	School of Fine Arts
GEAR	Graduate Education & Applied Research @ University Center, Sioux Falls
GS	Graduate School
IAIS	Institute of American Indian Studies
LEE MED	Lee Medical Building, Vermillion Campus
MUC	Muenster University Center
NEUHARTH	Al Neuharth Media Center
SOE	School of Education
SSOM	Sanford School of Medicine (Vermillion & Sioux Falls)
UC	University Center (Sioux Falls)
VCCC	Vucurevich Child Care Center

HEALTH AFFAIRS

AAMC	Association of American Medical Colleges
AMA	American Medical Association
HA	Health Affairs
LCME	Liaison Committee on Medical Education
MBM	Mission Based Management @ SSOM
SDSMA	South Dakota State Medical Association

GRANT RELATED

AHEC	Area Health Education Centers
BRIN	Biomedical Research Infrastructure Network
COBRE	Centers of Biomedical Research Excellence
FASD	Fetal Alcohol Spectrum Disorder
HRSA	Health Resources and Services Administration
INMED	Indians into Medicine
LEND	Leadership Education in Neurodevelopmental Disabilities
NSF	National Science Foundation

HR FORMS

COI	Conflict of Interest
HPA	Hourly Personnel Adjustment
IP	Intellectual Property Agreement
MOU	Memo of Understanding
PE	Performance Evaluations
SA/SR	Salary Authorization/Salary Request
WIP	Work Improvement Plan

EQUAL OPPORTUNITY

AAP	Affirmative Action Plan
EEOC	(Federal) Equal Employment Opportunity Commission
OCR	(Federal) Office of Civil Rights
SDDH	South Dakota Division of Human Rights

PAYROLL

ACH	Automatic Clearing House (paper checks)
ADJ	Adjustment
PHARED	Recodes
PTRBDCA	Benefit Deduction Rules

BENEFITS

EOB	Explanation of Benefits
FMLA	Family Medical Leave Act
HSA	Health Savings Account (Pre-Tax)
LTC	Long Term Care Insurance
MESA	Medical Expense Spending Account (Pre-Tax)
STD	Short Term Disability
TSA	Tax Sheltered Annuity
403b	Public Employment Equivalent of 401K Investment Account
457	Supplemental Retirement Plan

GENERAL

U.COPY	University's professional copy center U.Postal – University's post office
EXCHANGE MAIL	Mail sent to other departments within University
OFFICE STORES	University's Supply Store
BATCH SCANNING	Scan into XTender with multiple documents
XTENDER	Software associated with Banner used to load and review employee documents
E-PRINT	In SNAP e~Print includes reports that can be pulled from Banner

BANNER TERMS

EMPR	Employer Code
EPAF	Employee Personnel Action Form
NBAJOBS	Jobs Record
NBAPOSN	Position Number Record
PEABARG	Bargaining Unit Record
PEAEMPL	Employee Record
PEAFAC	Personnel Employee Action – Faculty
PHAADIT	Payroll Adjustment Screen
PHAREDS	FOAPAL Change Form
PPAIDEN	General Person Record

EPAF Approver's Guide

Note: This guide can be used as a reference if you are an EPAF “approver” or receive an EPAF as an “FYI” copy. The main difference will be an “approve” button versus and “acknowledge” button.

The screenshot shows a web browser window displaying the SNAP system interface. The browser address bar shows the URL: http://snap.sdbor.edu/tag/ccc813e0bc701329.render.userLayoutRootNode.uP?uP_root=root&. The page header includes the University of South Dakota logo and the user's name, Emery L Wasley Jr, who is currently logged in. The navigation menu includes tabs for Employee, HR Forms/Policies, My Benefits, HR, Finance, Workflow, Help, Resources, My Tab, and My USD. The main content area is divided into several sections:

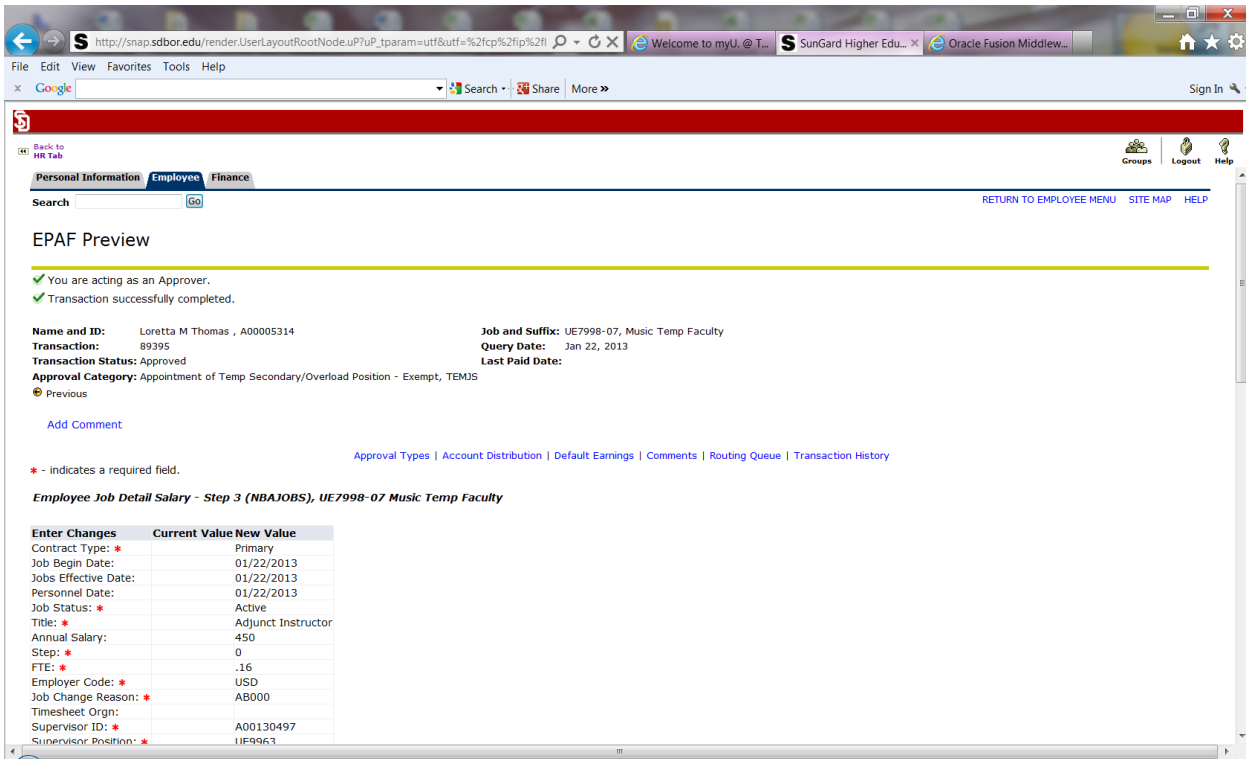
- Banner General Menu:** Contains a link to the Banner General Menu and a note about an alternate path.
- Time Approval:** Includes links for Update Approval Proxies, Time Sheet Status, and Act as Superuser.
- My Reports:** Displays a table with columns for Job, Filename, and Date/Time. The table contains one entry: Job: NZREAP, Filename: nzreap_714712.log, Date/Time: Jan 09, 2013 11:32 AM.
- Personnel Action Notices:** Shows the Employee Type of Change Effective Date Action and a Create New PAF button.
- Employee Review:** Indicates that there are no employees to review.
- e-Print HR Repositories:** Lists Main HR e-Print Repositories and USD HR e-Print Repositories.
- Classification & Recruitment Tools:** Includes a Manager Login link.
- My Tools:** Lists various tools such as Purchasing Tools (SDezBuy), Sourcing Tools (Sourcing Manager), State Contracts, and Reporting Tools.

The footer of the page includes the copyright notice: Copyright © SunGard Higher Education 1998 - 2011, and the SunGard Higher Education logo.

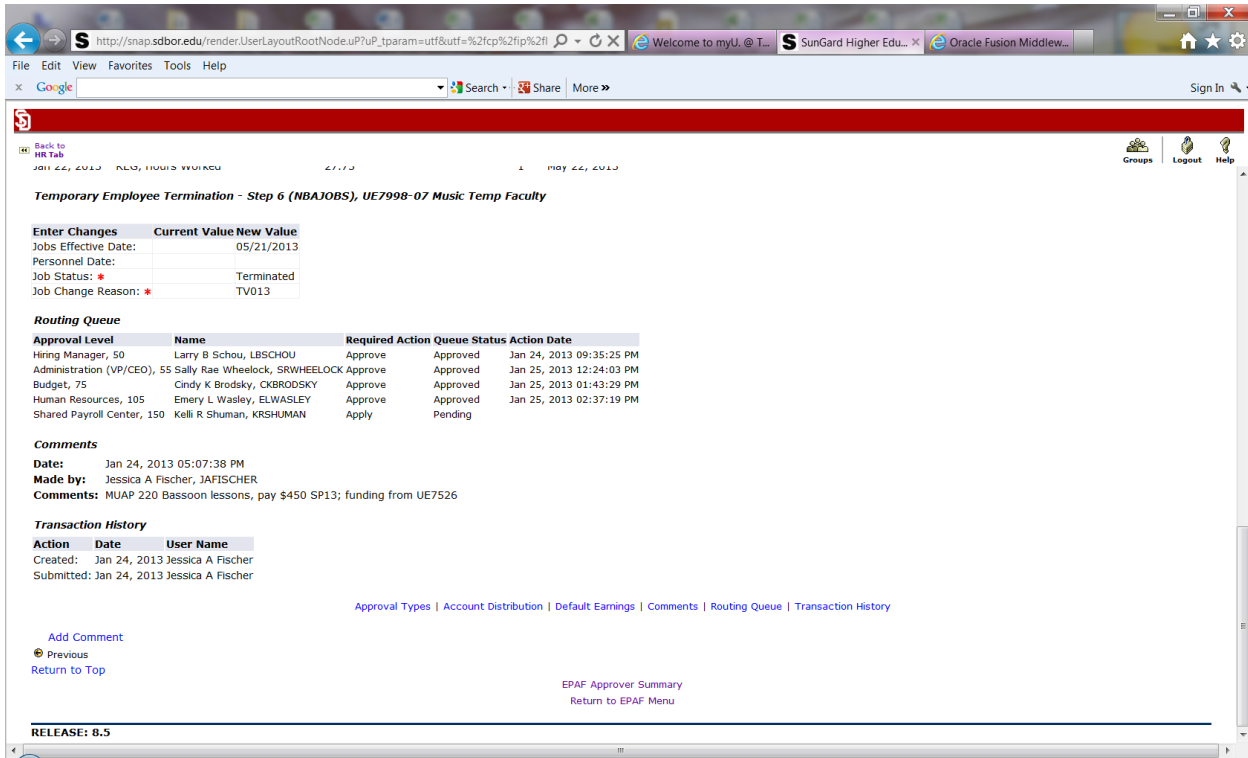
1. The first step is to log into your SNAP account and go the “HR” tab.
2. In the middle channel is a block titled “Personnel Action Notices.” This is where you will receive notice of a pending EPAF that needs approving/acknowledging. Additionally, an email is generated that will alert you that an EPAF is waiting for your approval/acknowledgement as well.
3. Click on the individual’s name and you will be taken to the EPAF.

The screenshot shows the Oracle HR system interface. At the top, there are navigation tabs for 'Personal Information', 'Employee', and 'Finance'. Below these, there is a search bar and a 'Go' button. The main content area is titled 'EPAF Preview' and includes a status message: 'You are acting as an Approver.' Below this, there are two columns of information: 'Name and ID' (Loretta M Thomas, A00005314) and 'Job and Suffix' (UE7998-07, Music Temp Faculty). Other fields include 'Transaction: 89395', 'Query Date: Jan 22, 2013', 'Transaction Status: Pending', and 'Last Paid Date:'. An 'Approval Category' is listed as 'Appointment of Temp Secondary/Overload Position - Exempt, TEMJS'. There are buttons for 'Approve', 'Disapprove', 'Return for Correction', 'More Info', and 'Add Comment'. A legend indicates that a red asterisk (*) denotes a required field. Below the legend, the title 'Employee Job Detail Salary - Step 3 (NBAJOBS), UE7998-07 Music Temp Faculty' is shown. A table titled 'Enter Changes' lists various fields with their current values and new values. The table has two columns: 'Current Value' and 'New Value'. The fields listed are: Contract Type (Primary), Job Begin Date (01/22/2013), Jobs Effective Date (01/22/2013), Personnel Date (01/22/2013), Job Status (Active), Title (Adjunct Instructor), Annual Salary (450), Step (0), FTE (.16), Employer Code (USD), Job Change Reason (AB000), Timesheet Orgn, Supervisor ID (A00130497), Supervisor Position (UE9963), and Supervisor Suffix (00).

4. You can scroll down to see the information submitted.
5. After reviewing the data, then click one of the buttons provided:
 - a. Approve – indicates your approval with the EPAF and sends it to the next level.
 - b. Disapprove – indicates your disapproval with the EPAF and stops any further processing.
 - c. Return for Corrections – if you disagree with any data, this button will return the EPAF to the originator for them to correct. When you return an EPAF for correction, you need to “Add Comment” so the originator knows what should be corrected. Once the corrections are made, the EPAF will be rerouted.
 - d. More Info – Don’t use.
 - e. Add Comment – use when adding additional comments or sending the EPAF back for corrections. You will hit the save button after entering the comments and be taken back to the screen above. Then you will have to click either Approve, Disapprove, or Return for Correction.



6. When you have clicked on the action you want, you will receive the statement “Transaction successfully completed” at the top.



7. To view all actions you have approved or acknowledged, scroll to the bottom of the page and click on EPAP Approver Summary.

EPAP Approver Summary

Queue Status:

Select All | Reset | Save

1 - 4 of 4

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action Links
Bauer, Brian J. Law School Fac Labor Pool, UE7581-00	A00134171	89359	Appointment Temporary/Termination - Salaried	Jan 24, 2013	Jan 22, 2013	Approve	**Comments
Farrell, Heidi R. Music Temp Faculty, UE7998-09	A00101540	89394	Appointment of Temp Secondary/Overload Position - Exempt	Jan 24, 2013	Jan 22, 2013	Approve	**Comments
Starberg, Tyler A. Acad Advise Fall/Spring WS, UW7403-00	A00145418	89406	Appointment Regular Hiring Process - Hourly/WS	Jan 25, 2013	Jan 09, 2013	Approve	**Comments
Thomas, Loretta M. Music Temp Faculty, UE7998-07	A00005314	89395	Appointment of Temp Secondary/Overload Position - Exempt	Jan 24, 2013	Jan 22, 2013	Approve	**Comments

1 - 4 of 4
Return to Top
**Comments Exist

Select All | Reset | Save

RELEASE: 8.5

8. Any EPAFs that are awaiting your approval/acknowledgement will be displayed on the Current tab.
9. Any EPAFs which are submitted and are routing to you (another approver must approve first), will be shown on the tab In My Queue.
10. The history tab will show you all the EPAFs you have approved/acknowledged.